Northeast Area Transportation Planning Committee Formation

Final Report

May 1, 1997

Contents

Chapter		Page
1.0	**Background**	
1.1	General	1
1.2	Formation Committee Organization	1
1.3	Project Goal and Purpose	2
1.4	Formation Committee Organization	2
1.5	Roles	2
2.0	**Project Milestones & Deliverables**	
2.1	Milestones	3
2.1	Deliverables	4
3.0	**Glossary**	
3.1	Definitions	5
3.2	Abbreviations	6
4.0	**Appendices**	

A Formation Committee Members
B NEATPC Executive & Representatives
C Proposed Boundaries For NETPC Area
D Urban and Rural Municipalities Within Proposed NRTPC Area
E Description of Proposed NETPC Area (Profiles Summary)
F Formation Questionnaire
G Area Meeting Presentation Materials
H Area Meeting Speaker Notes
J Project Management Plan

1.0 Background

1.1 General

In their 1994 report on "Transportation in Transition", the Transportation Policy Council (TPC) indicated that an opportunity exists to move decision-making to the local level. The report stated: "Stakeholders who have to live with the decisions must be given the opportunity to play a major role in determining their transportation system." The Transportation Policy Council recommended the following action: "Develop a process to permit elected representatives of municipal government to participate more effectively in transportation related decisions. Changes which might occur outside their boundaries can have significant social and economic consequences within their municipality."

Since the TPC report, a pilot project to establish a transportation planning council in southwest Saskatchewan was successfully undertaken. The Southwest Transportation Planning Council set up process could serve as a model for other similar councils. The documentation is available for reference.

1.2 Formation Committee

A number of northeast Saskatchewan urban and rural municipalities expressed the desire and intent to form a transportation planning committee to be known initially as the "Northeast Transportation Planning Committee" (NETPC).

Two meetings were held with this group and the Department of Highways and Transportation (DHT) regarding the formation of a transportation planning committee. On July 16, 1996, the Saskatchewan Association of Rural Municipalities (SARM) District Four boundaries were established as the proposed planning area boundaries. SARM District Four is identified in the map at Appendix B. The parties agreed to draft a "set up document". Those in attendance received a background presentation about transportation planning councils.

An outline as to how to go about setting up the committee was drafted and submitted for review at the August 21, 1996 meeting. The term "committee" replaced the term "council" when referring to the proposed northeast planning organization. The original organizing municipalities committed to pursue formation and became the NETPC Formation Committee.

1.3 Project Goal and Purpose

The DHT undertook to assist the Formation Committee. The goal of this project was to facilitate the successful formation of a transportation planning council in the defined northeast region of the province.

The purpose of this project was to:

1. Have elected municipal representatives, producers and business stakeholders gain a greater knowledge of regional transportation issues and become involved in transportation decision making.
2. Establish a vehicle for the development of a transportation plan for the northeast region.

1.4 Formation Committee Organization

The Formation committee consisted of 12 individuals each representing an urban or rural municipality. DHT had one representative on the formation committee. The committee had a chairman and conducted its business to develop and approve plans for the formation of the planning committee during four (4) committee meetings and three public informational meetings from July 1996 to February 1997. The Formation Committee membership list is found at appendix A.

1.5 Roles

The role of the NETPC Formation Committee was to:

- be responsible for all decisions related to the formation project;
- approve the project management plan (PMP) for the formation project;
- seek advice from their local municipal councils and constituents;
- conduct area meetings at locations in the northeast region;
- oversee the formal formation of a transportation planning council; and
- provide overall project management.

The role of Saskatchewan Highways and Transportation staff was to:

- draft and finalize the formation project management plan;
- provide organizational support to the Formation Committee during the formation project;
- provide technical support and project management in matters related to transportation and regional transportation planning during the formation project.

2.0 Project Milestones & Deliverables

2.1 Milestones

Design and planning of the project began in July, 1996. The DHT has been asked to complete the project by December 31, 1996. The formation committee agreed to move the formation date back to February 24, 1997.

Five milestones were been identified at the beginning of the project.

1. Client acceptance of the project management plan (scheduled for October 2,1996).
   Completed as scheduled.

2. Development of presentation information and presentations (scheduled for October 28, 1996).
   Draft materials completed as scheduled. Final drafts were delayed until the actual date of the area meetings was known. The final drafts were submitted on January 6, 1997 as agreed to with the formation committee.

3. Completion of area meetings (by November 25, 1996).
   The area meetings were postponed until January due to council meeting timings, SUMA and SARM conventions and the close proximity to the Christmas holiday season. The area meetings were successfully completed as rescheduled.

4. Committee formation meeting and formation of an Executive Working Committee (scheduled for the week of December 16, 1996).
   Committee formation was postponed until February 24, 1997, the new date for the formation meeting. The meeting resulted in the formation of the NEATPC.

5. Acceptance of final report to client (scheduled for December 31, 1996).
   Submission of the final report was postponed to March, 1997.

2.2 Deliverables

Six primary tasks were identified in the PMP. For details about the project plan refer to appendix J which contains the document in its entirety. The primary tasks and the deliverables are outlined, in brief, here.

A. Project Design and Planning

The purpose of this task was to develop a comprehensive PMP for this project. The project design and management plan were to include project goal, purpose(s), work breakdown structure schedule and resources to deliver the project.

Deliverable:

- A management plan that fully describes the project, the deliverables, resources required, tasks, budget and schedule.

The formation committee approved the PMP at its meeting of October 2, 1997.

B. Develop Presentation Information

In this task, DHT project analysts were to assemble the background information necessary for developing presentations for formation solicitation and traffic modeling.

Deliverables:

- Profile of existing infrastructure
- Profile of funding
- Traffic modeling scenarios
- Presentation Materials Report

Some of these deliverables were provided in draft presentation format to the formation committee during its October,1996 meeting and the remainder was approved for use in area meetings on January 6, 1997.

C. Presentations Development

To prepare informative presentation materials for use by NETPC Formation Committee members in demonstrating the need and soliciting support for formation of the committee at area meetings. Organizers must be able to provide a background statement; state why a transportation planning committee should be developed and what has changed to precipitate this need.

Deliverables:

- presentation packages including visual aids, speaking notes and handouts
- traffic modeling scenarios including maps

These deliverable were provided to the formation committee on January 6 1997. Final preparations were made to conduct the area information meetings the following week.

D. Formation Solicitation

To seek the support and active participation of other municipalities in the formation of a northeast transportation planning committee.

Deliverables:
- A pre-formation meeting attended by as many municipalities in the region as possible.
- formation questionnaire

Pre-formation meetings were held in three (3) locations within the proposed area. The purpose of these meetings was to provide information to the public about the concept of a transportation planning committee for the area and address any questions or concerns prior to the formation meeting of February 24, 1997. Informational meetings were held in the following communities:

Tisdale	January 14, 1997;
Kelvington	January 15, 1997; and
Sheho	January 16, 1997.

A formation questionnaire was developed and made available at each informational meeting. To ensure distribution to all 120 urban and rural municipalities within the proposed area, the questionnaire was also mailed to each municipal office.

E. Organizational Meeting

A meeting of committed municipalities would be organized to vote on committee formation; decide on area boundaries, representation, election of officers, financial matters and incorporation. This was to be a major step towards formal constitution of a NEATPC.

Deliverables:
- Formation meeting attended by as many municipalities in the region as possible
- A self funded NEATPC

On February 24, 1997 the formation meeting went ahead as planned in Kelvington. A vote on approval in principle to form a northeast transportation planning committee passed. There were no opposing votes.

F. Draft Final Report

To document the process of the formation of the NEATPC.
A detailed account of the formation process.

Deliverable:
- A final report documenting the formation of the NEATPC

A final report was submitted to the NEATPC Formation Committee.

X. Project Management

The purpose of this task is to manage the project to ensure a successful conclusion. Success is defined as delivering the expected outputs on schedule and budget to the point controllable by the project manager.

Deliverable:
- A successful project.

3.0 Glossary

3.1 Definitions

For the purpose of this project, the following definitions apply:

Regional Transportation Plan
There is not a clear definition of what a regional transportation plan is. For the purposes of this project the term refers to the plan developed by the NEATPC to address their regional transportation needs.

Stakeholder
For purposes of the project, stakeholder includes individuals and organizations who use or provide transportation infrastructure, systems and services in the northeast region.

Transportation Policy Council
A transportation policy advisory committee established by the Minister of Highways in May of 1993. The Council was chaired by The Deputy Minister of Highways and includes membership from SARM, SUMA and DHT.

3.2 Abbreviations & Acronyms

DHT	Department of Highways and Transportation
EWC	Executive Working Committee
LFA	Logical Framework Analysis
NEATPC	Northeast Area Transportation Planning Committee
NETPC	Northeast Transportation Planning Committee
NETPCFC	Northeast Transportation Planning Committee Formation Committee
PMP	Project Management Plan
PMT	Project Management Team
REDA	Regional Economic Development Authority
SARM	Saskatchewan Association Of Rural Municipalities
SUMA	Saskatchewan Urban Municipalities Association

4.0 Appendices

Appendix

A	Formation Committee Members
B	NEATPC Executive & Representatives
C	Proposed Boundaries For NEATPC Area
D	Urban and Rural Municipalities Within Proposed NEATPC Area
E	Description of Proposed NEATPC Area (Profiles Summary)
F	Formation Questionnaire
G	Area Meeting Presentation Materials
H	Area Meeting Speaker Notes
J	Project Management Plan

Formation Committee Membership

Mervin Kryzanowski, Formation Committee Chairman
RM of Lakeview No. 337

Ann Sanderson, Formation Committee Secretary
RM of Lakeview No. 337

Jim Hallick, Formation Committee Member
Director SARM District 4

Sharon Nedjelski, Formation Committee Member
Town of Wadena

Sharon Armstrong, Formation Committee Member
Town of Wynyard

Will Moysiuk, Formation Committee Member
RM of Preeceville

Emily Krueger, Formation Committee Member
Town of Foam Lake

Faye Hanson, Formation Committee Member
RM of Foam Lake

Earl Pottle, Formation Committee Member
RM of Preeceville

Gerald Nedjelski, Formation Committee Member
Town of Kelvington

Northeast Area Transportation Planning Committee Representatives

Executive

Chairman: Mervin Kryzanowski(RM of Lakeview #337)

Vice Chairman: Jim Hallick (Director SARM District 4)

Treasurer: Earl Pottle (RM of Preeceville #334

Secretary: Ann Sanderson (RM of Lakeview #337)

Elected Representatives

Urban Sub Area Representatives:
A Ernie Gabora (Town of Canora)
B Sharon Armstrong (Town of Wynyard)
C Sharon Nedjelski (Town of Wadena)
D Philip Gunther (Town of Carrot River)

Rural Sub Area Representatives:
A Earl Pottle (RM of Preeceville #334)
B Fay Hanson (RM of Foam Lake #276)
C Mervin Kryzanowski (RM of Lakeview #337)
D Martin Laforge (RM of Arborfield #456)

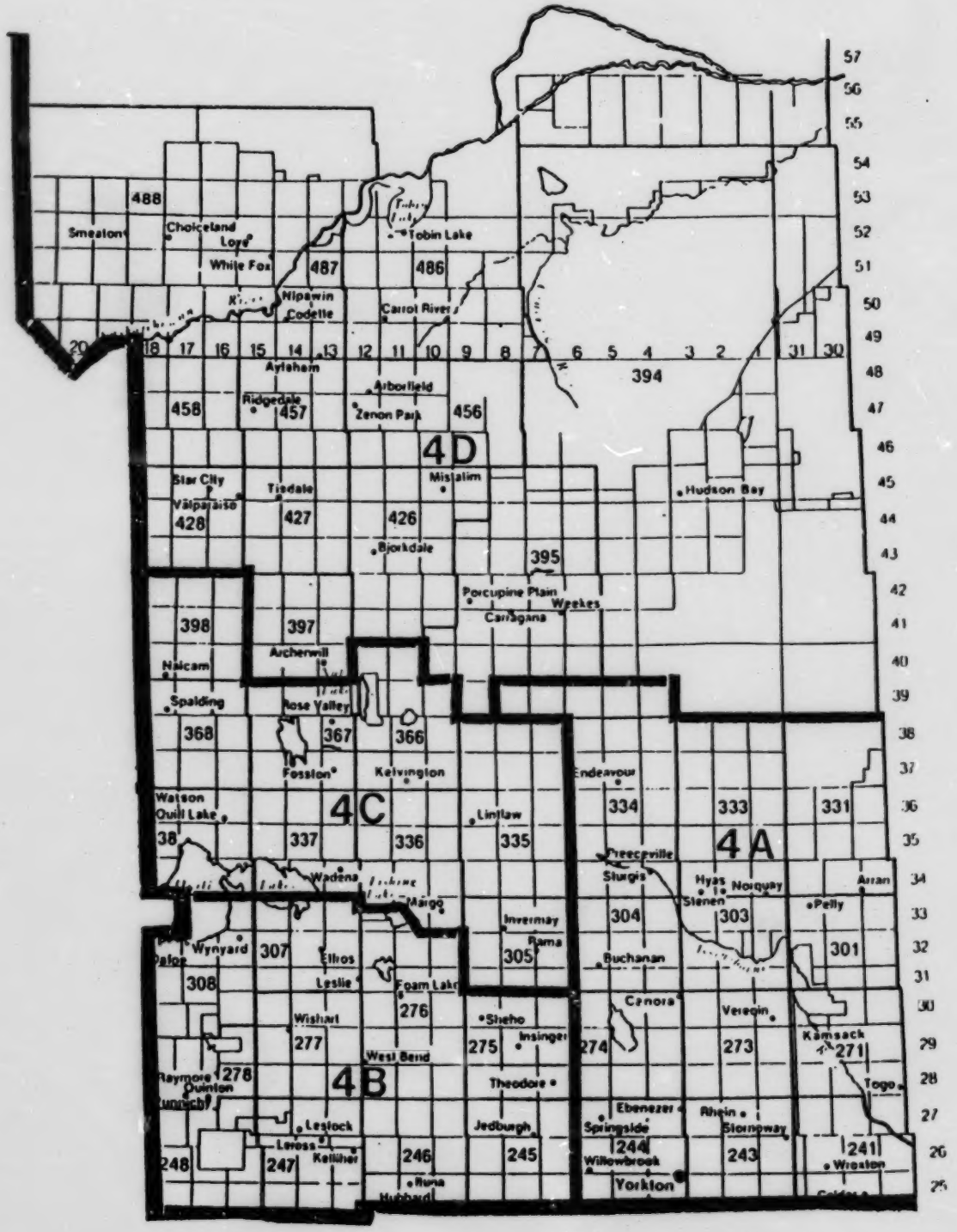
Appointed Representatives

SUMA: Sharon Armstrong (Town of Wynyard)
SARM: Jim Hallick (Director District 4)
DHT: Richard Flaman (Logistics, Planning & Compliance Division)

Representatives as of February 24, 1997.

Appendix C

Proposed Boundaries For The Northeast Area Transportation Planning Committee
(SARM District No.4)



Northeast Area Transportation Planning Committee
Division 4 - Sub regions

4 - A

	Rural Municipalities
1.	RM of Calder #241
2.	RM of Wallace #243
3.	RM of Orkney #244
4.	RM of Cote #271
5.	RM of Sliding Hills #273
6.	RM of Good Lake #
7.	RM of St. Phillips #301
8.	RM of Keys #303
9.	RM of Buchanan #304
10.	RM of Livingston #331
11.	RM of Clayton #333
12.	RM of Preeceville #334

	Urban Municipalities
1.	Calder
2.	Wroxton
3.	Rhein
4.	Stornaway
5.	Yorkton
6.	Willowbrook
7.	Springside
8.	Ebenezer
9.	Togo
10.	Kamsack
11.	Veregin
12.	Canora
13.	Buchanan
14.	Sturgis
15.	Preeceville
16.	Endevour
17.	Hyas
18.	Stenen
19.	Norquay
20.	Pelly
21.	Arron

4 - B

	Rural Municipalities
1.	RM of Garry #245
2.	RM of Ituna #246
3.	RM of Kelross #247
4.	RM of Touchwood #248
5.	RM of Insinger #275
6.	RM of Foam Lake #276
7.	RM of Emerald #277
8.	RM of Kutawa #278
9.	RM of Big Quill #08
10.	RM of Elfros #307

	Urban Municipalities
1.	Sheho
2.	Insinger
3.	Theodore
4.	Jedburg
5.	Ituna
6.	Hubbard
7.	Westbend
8.	Foam Lake
9.	Elfros
10.	Leslie
11.	Wishart
12.	Lestock
13.	Leross
14.	Leliher
15.	Punnichy
16.	Quinton
17.	Raymore
18.	Dafoe
19.	Wynyard

4 - C

Rural Municipalities

1. RM of Invermay #305
2. RM of Hazel Dell #335
3. RM of Sasman #336
4. RM of Lakeview #337
5. RM of Lakeside #338
6. RM of Spalding #368
7. RM of Ponas Lake #367
8. RM of Kelvington # 366
9. RM of Pleasantdale #398

Urban Municipalities

1. Rama
2. Invermay
3. Lintlaw
4. Margo
5. Kelvington
6. Rose Valley
7. Fosston
8. Wadena
9. Quill Lake
10. Watson
11. Spalding
12. Naicam

4 - D

Rural Municipalities

1. RM of Hudson Bay #394
2. RM of Porcupine #394
3. RM of Bjorkdale # 426
4. RM of Barrier #397
5. RM of Tisdale #427
6. RM of Star City #428
7. RM of Willow Creek #458
8. RM of Connaught #457
9. RM of Arborfield #456
10. RM of Moose Range #486
11. RM of Nipawin #487
12. RM of Torch River #488

Urban Municipalities

1. Melfort
2. Smeaton
3. Choiceland
4. White Fox
5. Love
6. Nipawin
7. Codette
8. Carrot River
9. Tobin Lake
10. Hudson Bay
11. Carragana
12. Weekes
13. Porcupine Plain
14. Bjorkdale
15. Mistatim
16. Zenon Park
17 Arborfield
18. Archerwill
19. Tisdale
20. Ridgedale
21. Aylsham
22. Star City
22. Val Pariso
23. Melfort

Description of Proposed Northeast Area Transportation Planning Committee Area

Number of Urban Municipalities	77
Number of Rural Municipalities	43
Population	
Urban	60,236
Rural	33,694
Reserve	12,696
Total	106,626
Annual Grain Deliveries (10 year average)	2.5 million tonnes (est.)
Grain Delivery Points	64
Elevators	110
Rail Inventory	
Main Line	493 miles - 793 km
Branch Line	548 miles - 882 km
Total	1041 miles - 1675 km
Municipal Road Inventory	
Designated	8931 km
Non-Designated	16218 km
Total	25149 km
Provincial Highway Inventory	
Pavement	2146 km
Thin Pavements	728 km
Gravel	524 km
Total	3398 km
Total Road System Inventory	28547 km

Northeast Transportation Planning Committee
Formation Meeting Questionnaire

Does your municipality support the formation of a transportation planning committee as a forum for northeast municipalities to be able to deal with transportation issues?

☐ Yes Comments:

☐ No

Are the boundaries as presented adequate? If no: how big of an area should be covered by a planning committee of this type and what would boundaries be for the area?

☐ Yes Comments:

☐ No

Would your municipality approve funding for the formation and operation of a Northeast Transportation Planning Committee and if so what would be your municipality's maximum contribution? (Maximum contribution in the SW was $600)

☐ Yes Comments:

☐ No

Contribution $_____

What are your municipalities concerns about transportation and the transportation system?

The Northeast Area Transportation Planning Committee formation meeting is scheduled for February 24, 1997 at Kelvington Legion Hall at 1:30 PM. **Please return your completed questionnaire by February 14, 1997 to: NETPC Formation Committee PO Box 220 Wadena, SK S0A 4J0 or FAX to: (306) 338-2341.** If you are interested in participation on this committee please indicate your municipalities representative.

Name: _____

Municipality : _____

Appendix G

Northeast Transportation Planning Committee

Presentation Materials
Area Meetings - January, 1997

H:\ FINPRES2.PPT

Slides

- Introduction
- Population
- Municipal Roads
- Provincial Highways
- Grain
- Rail Inventory
- Modal Shift
- Truck Weights
- Summary

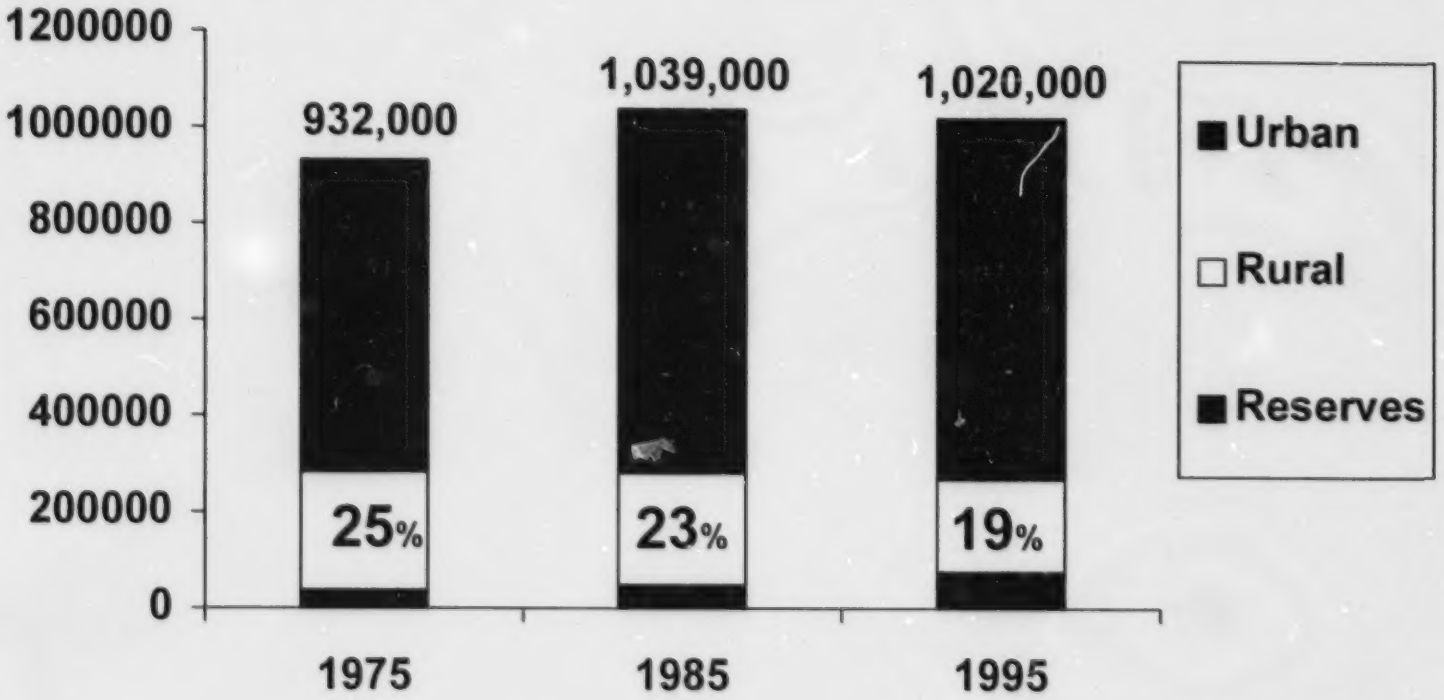
H\ FINPRES2.PPT

Why Do We Need Regional Transportation Planning?

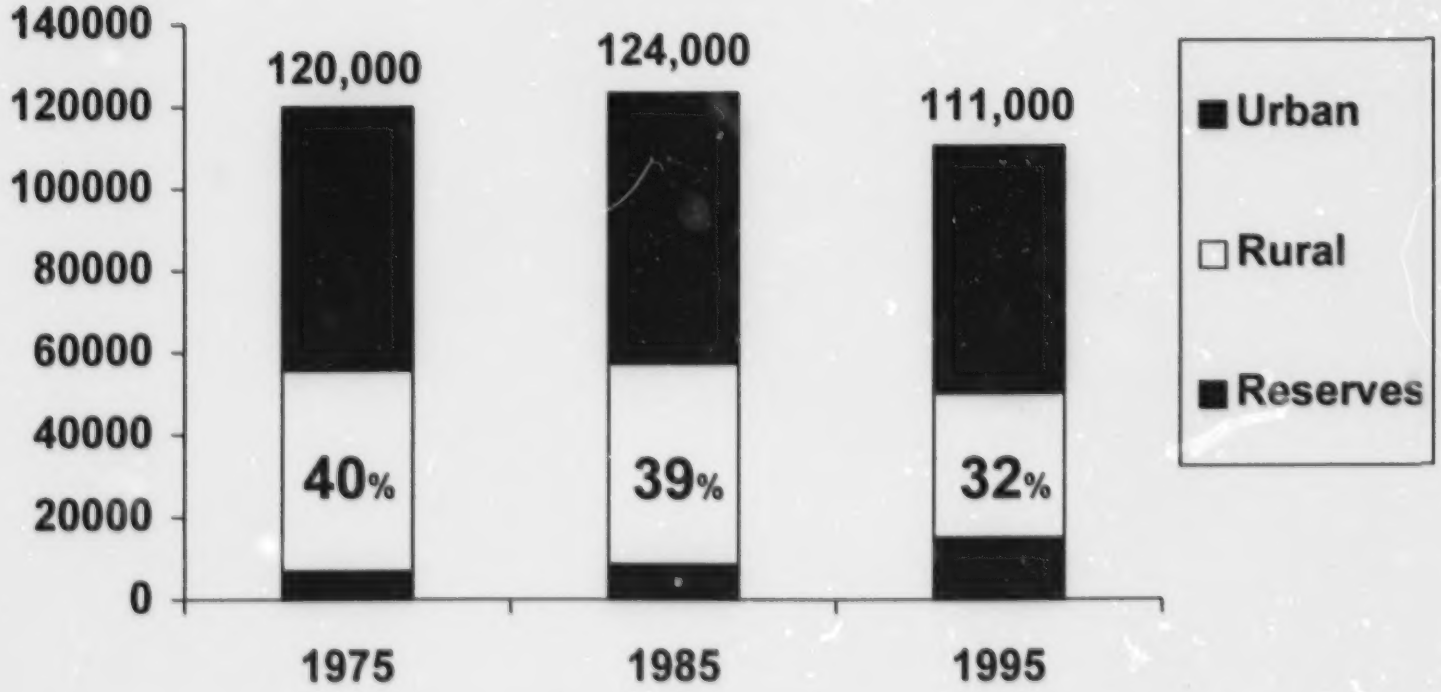
Issues:

- Elevator Consolidation
- Lack of shared decision making
- Transfer of costs to road authorities
- Road maintenance and upgrading
- Farm Consolidation
- Rural Depopulation
- Reduced budgets

Saskatchewan Population

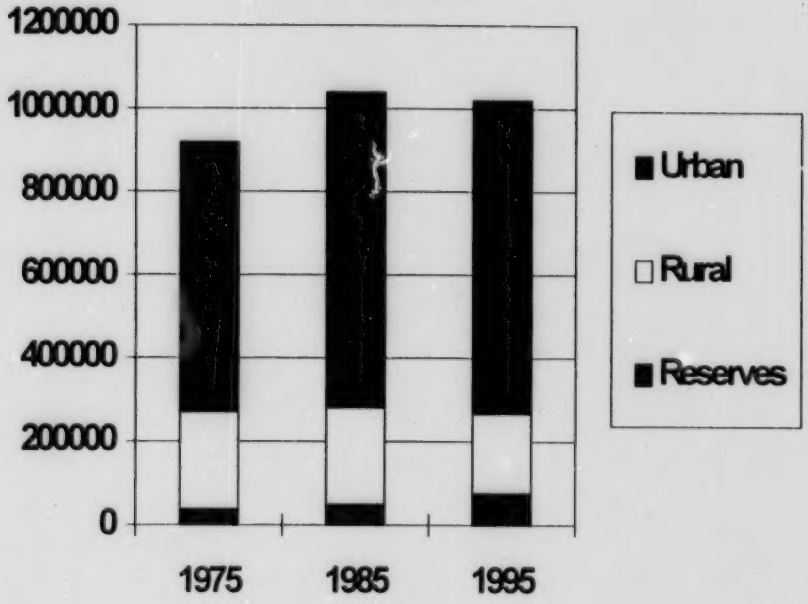


Northeast Population

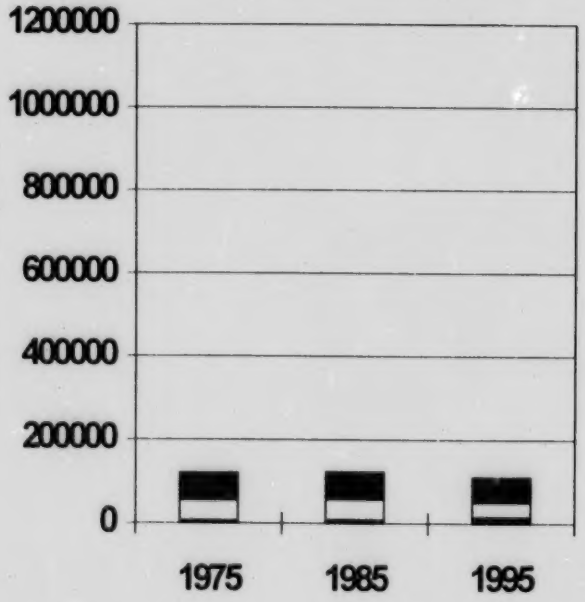


Population Comparison

Province



Northeast



H\ FINPRES2.PPT

Northeast Rural Road Inventory

Non-Designated Road Types	
Local Access	9591
Land Access	6627
Designated Road Types	
Main Farm Access	4920
Grid	2377
Primary Grid (Gravel)	1065
Primary Grid (Surfaced)	319
Special (Grid)	211
Special (Surfaced)	39
Total Kilometres	**25149**

Northeast Rural Municipal Roads

16218 km
Non
Designated
64%

25149 Total km

8931 km
Designated
36%

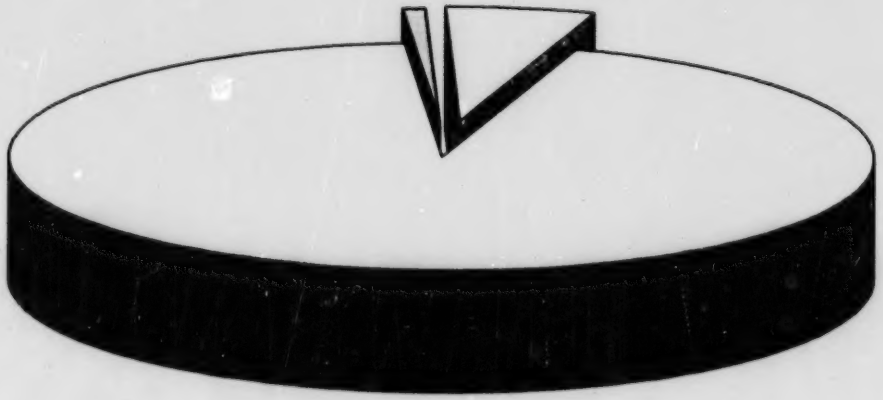
H\ FINPRES2.PPT

Provincial Designated Road Surface

53305 Total km

438 km Pavements 1%

3038 km Thin Pavements 6%



49829 km Gravel 93%

Northeast Designated Road Surface

39 km
Pavements
0.5%

8931 Total km

319 km
Thin
Pavements
3.5%

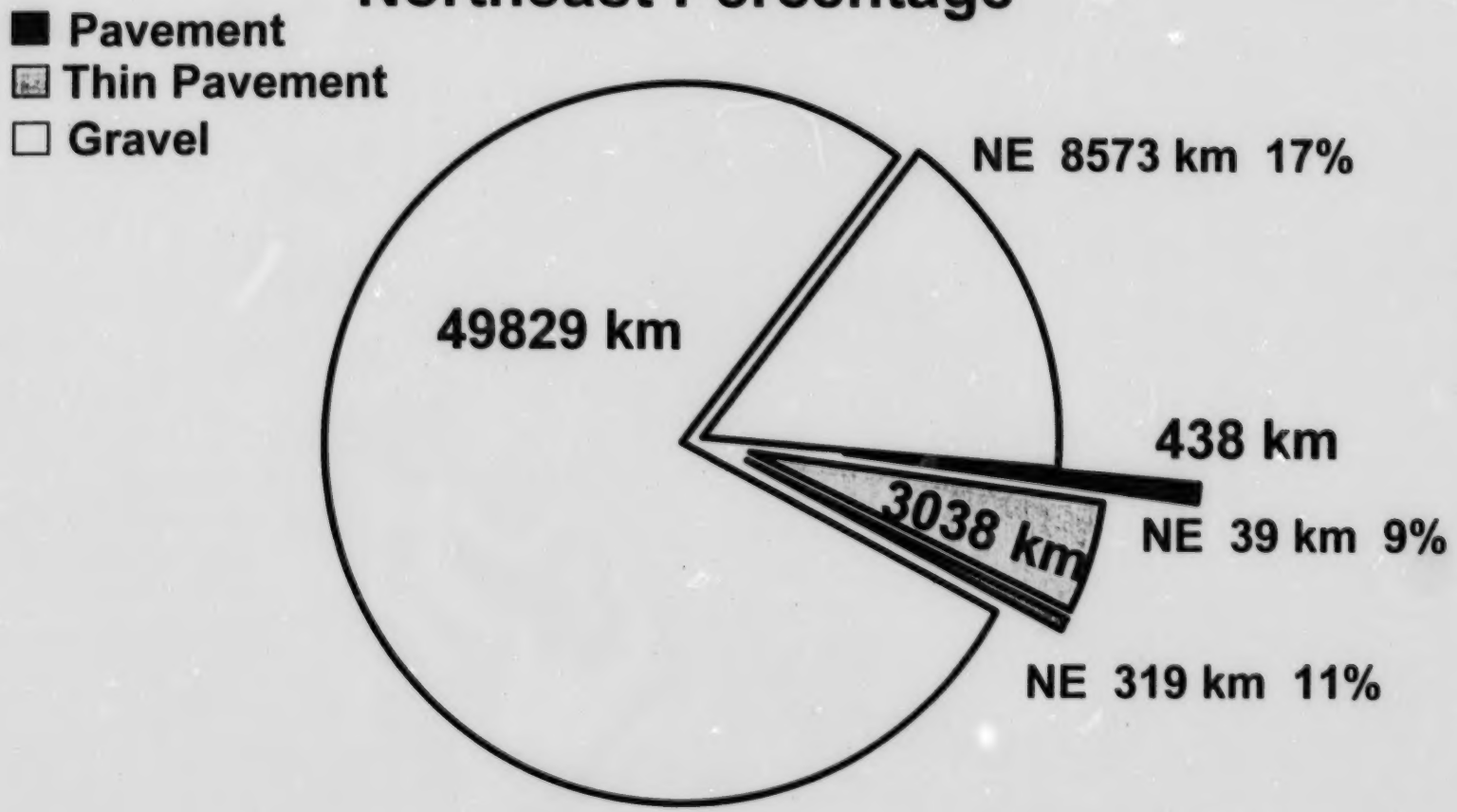
8573 km

Gravel
96%

H\ FINPRES2.PPT

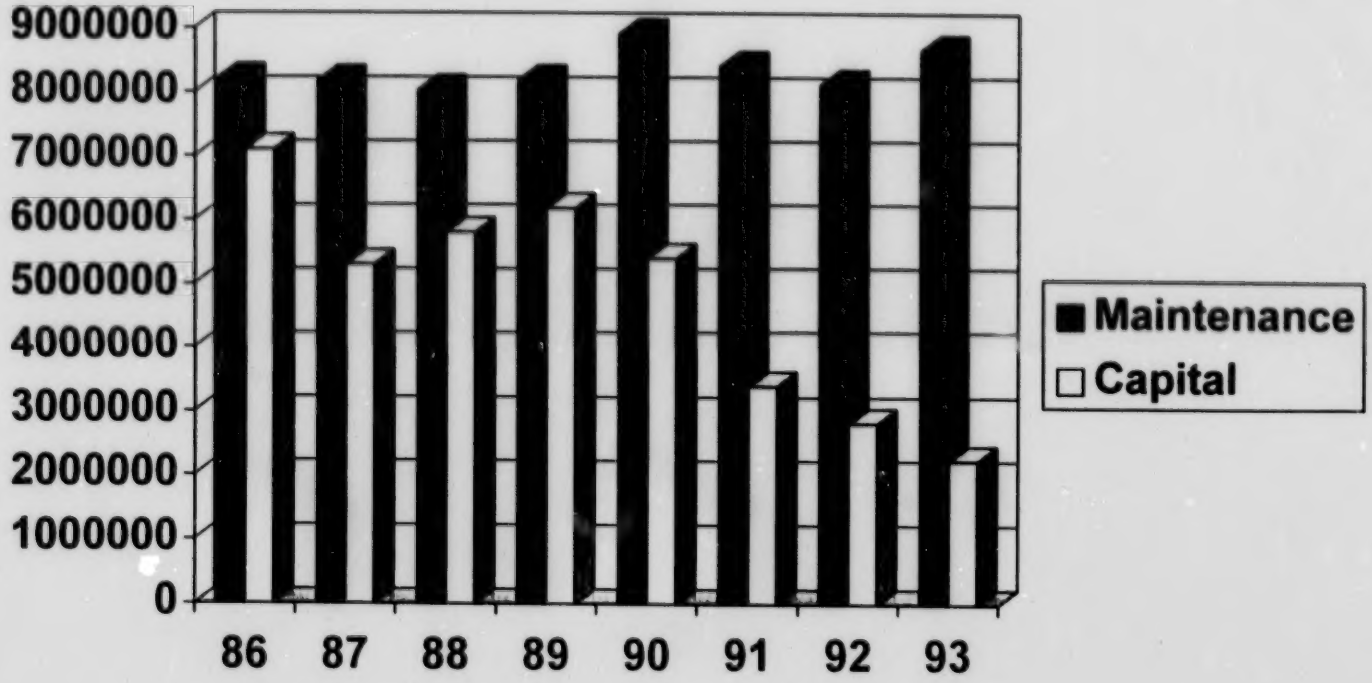
Provincial Designated Road Surface

Northeast Percentage



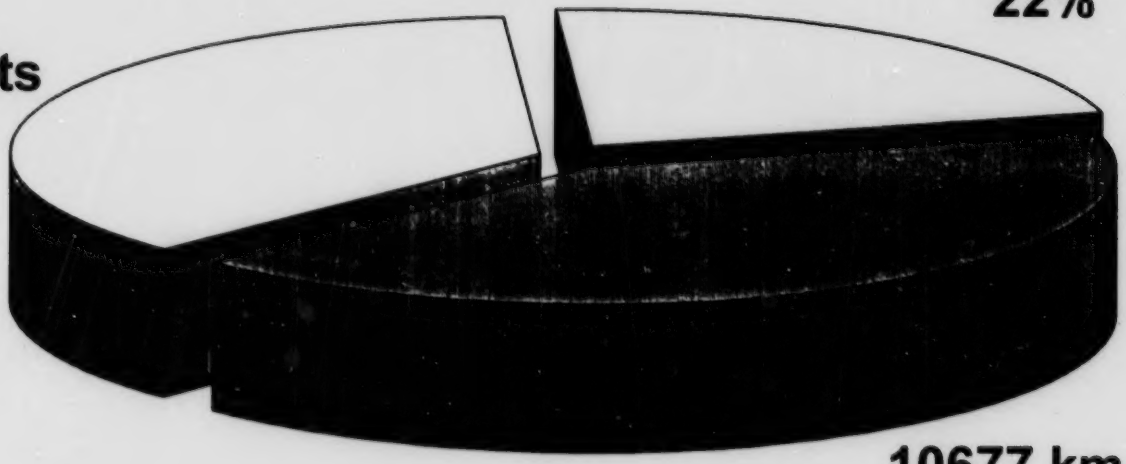
M\ FINPRES2.PPT

Comparison of Municipal Capital and Maintenance Expenditures for the Northeast



Provincial Highway Surface

25685 km Total



9360 km
Thin
Pavements
36%

5648 km
Gravel
22%

10677 km
Pavements
42%

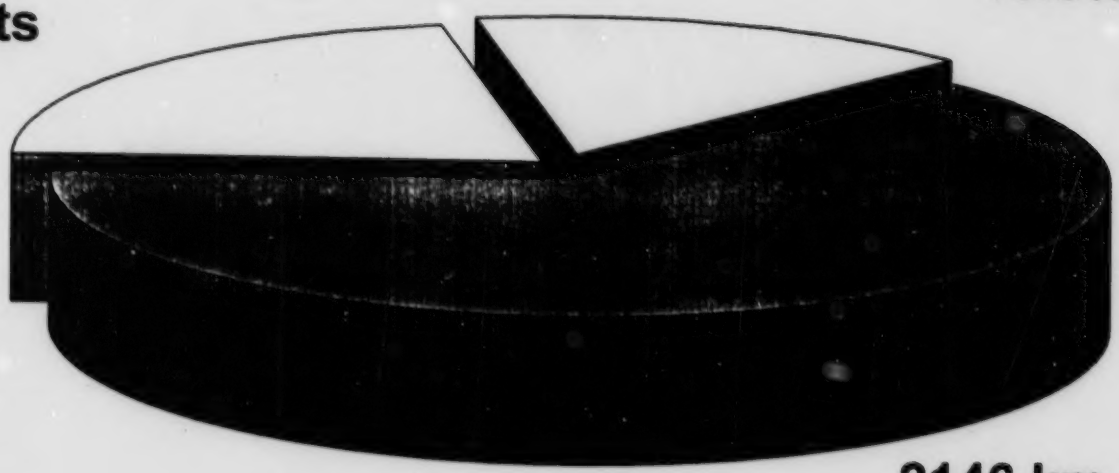
H\ FINPRES2 PPT

Northeast Highway Surface

3398 km Total

728 km Thin Pavements 21.5%

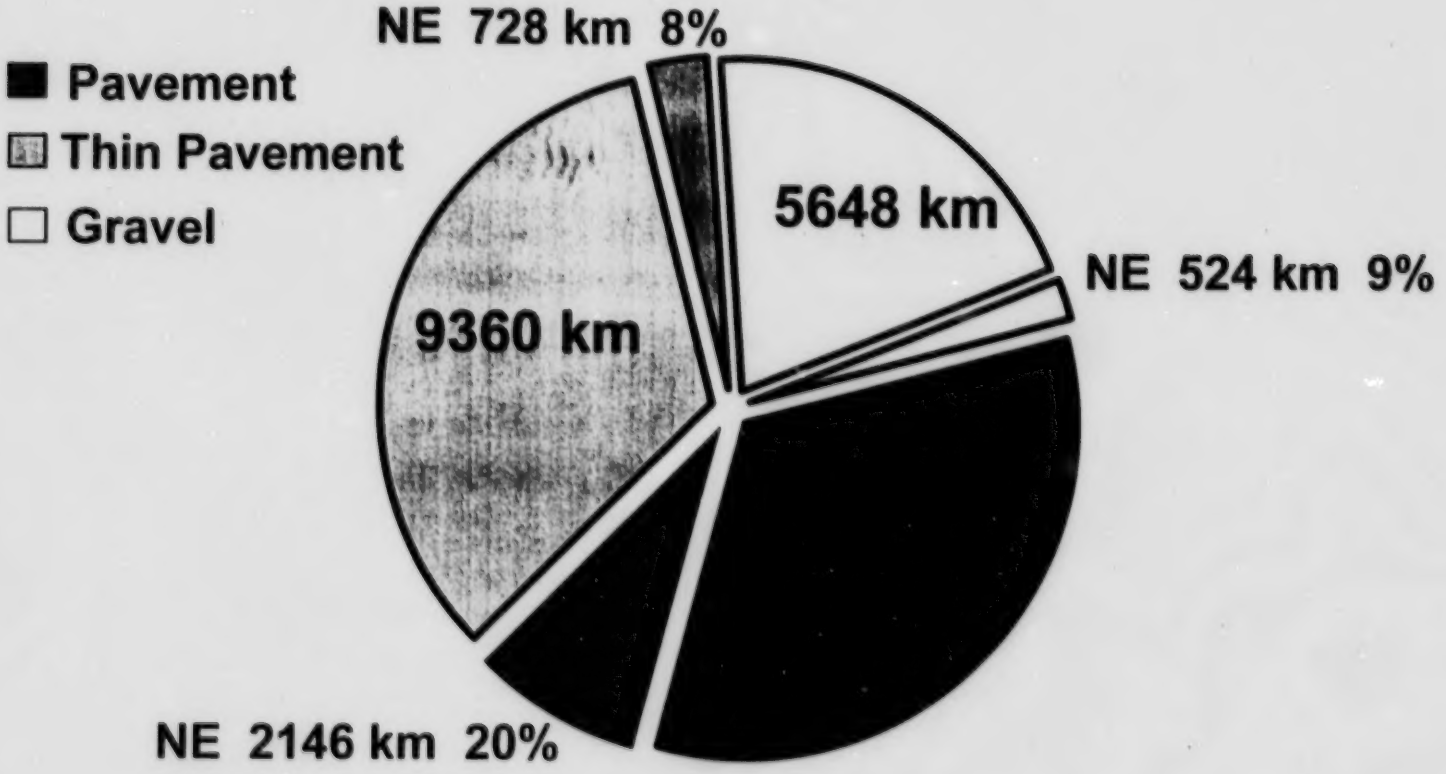
524 km Gravel 15.5%



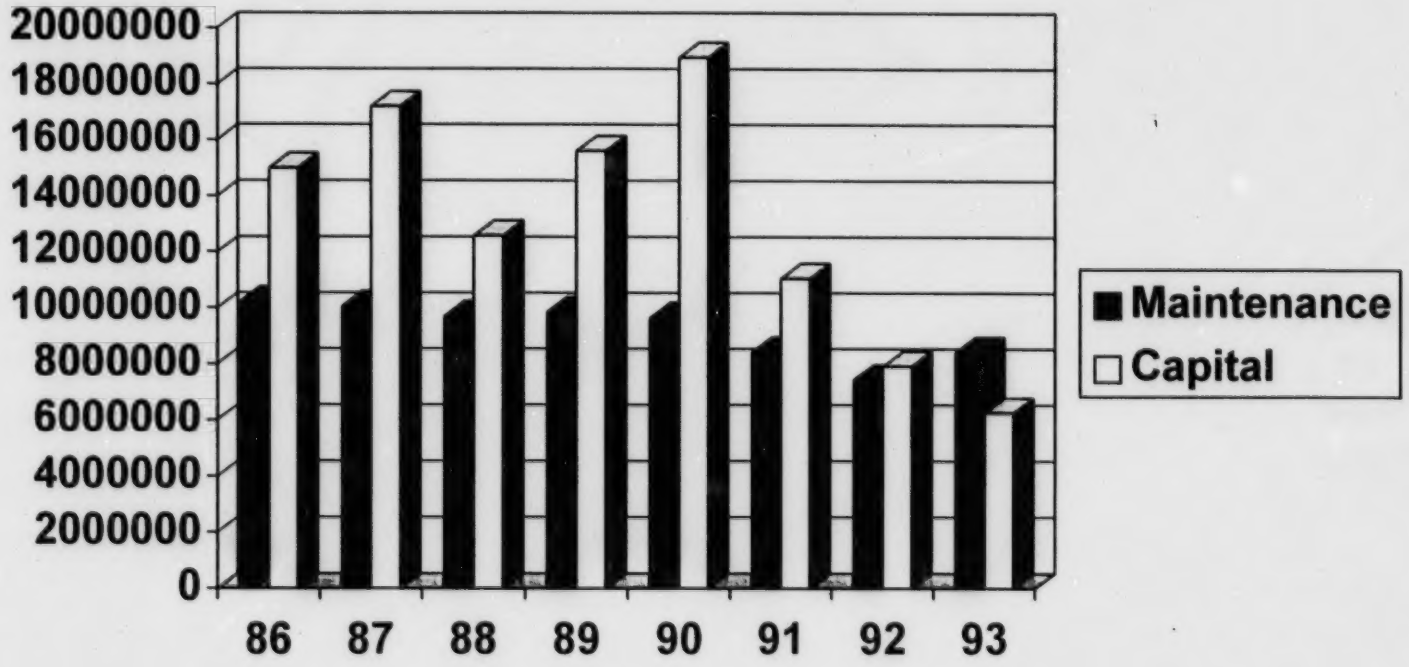
2146 km Pavements 63%

Provincial Highway Surface

Northeast Percentage



Comparison of Highway Capital and Maintenance Expenditures for the Northeast



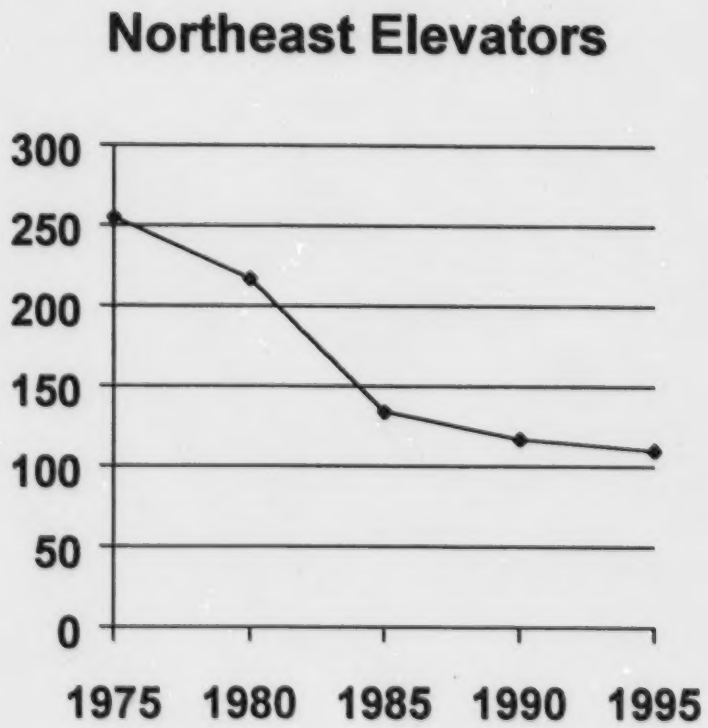
H\ FINPRES2.PPT

Grain Delivery Points

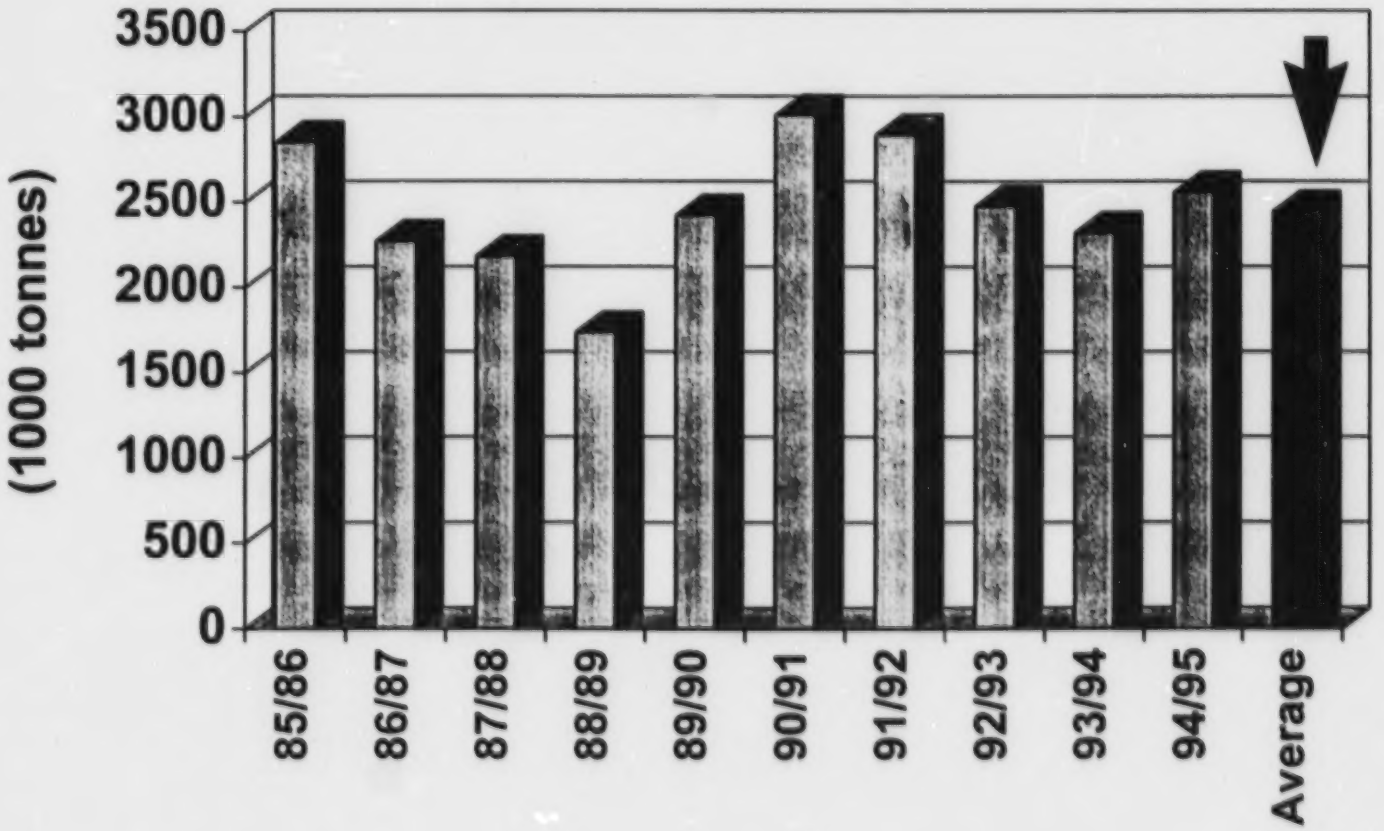
Northeast:
64 Sites (13%) 110 Elevators (16%)

Provincially:
509 Sites 709 Elevators

Elevator Numbers



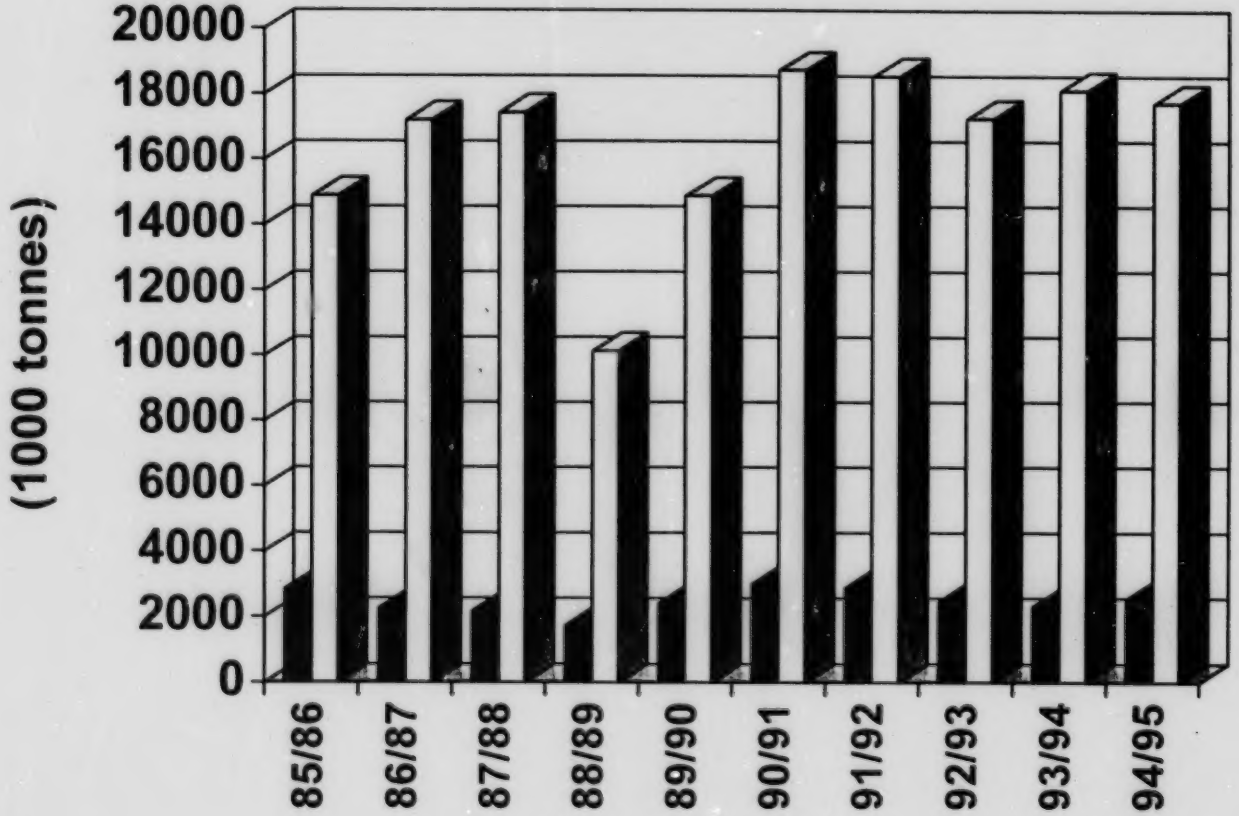
Grain Deliveries in the Northeast



H:\INPRES2.PPT

Grain Delivery Comparisons

Northeast - Provincial



H:\ FINPRES2.PPT

Northeast Rail Inventory

	Miles	Kilometres
CN		
Mainline	395	636
Branch	306	492
subtotal	**701**	**1128**
CP Rail		
Mainline	98	158
Branch	242	390
subtotal	**340**	**548**
Total Rail	**1041**	**1676**

Northeast Rail Inventory

Subdivisions at Risk of Abandonment:

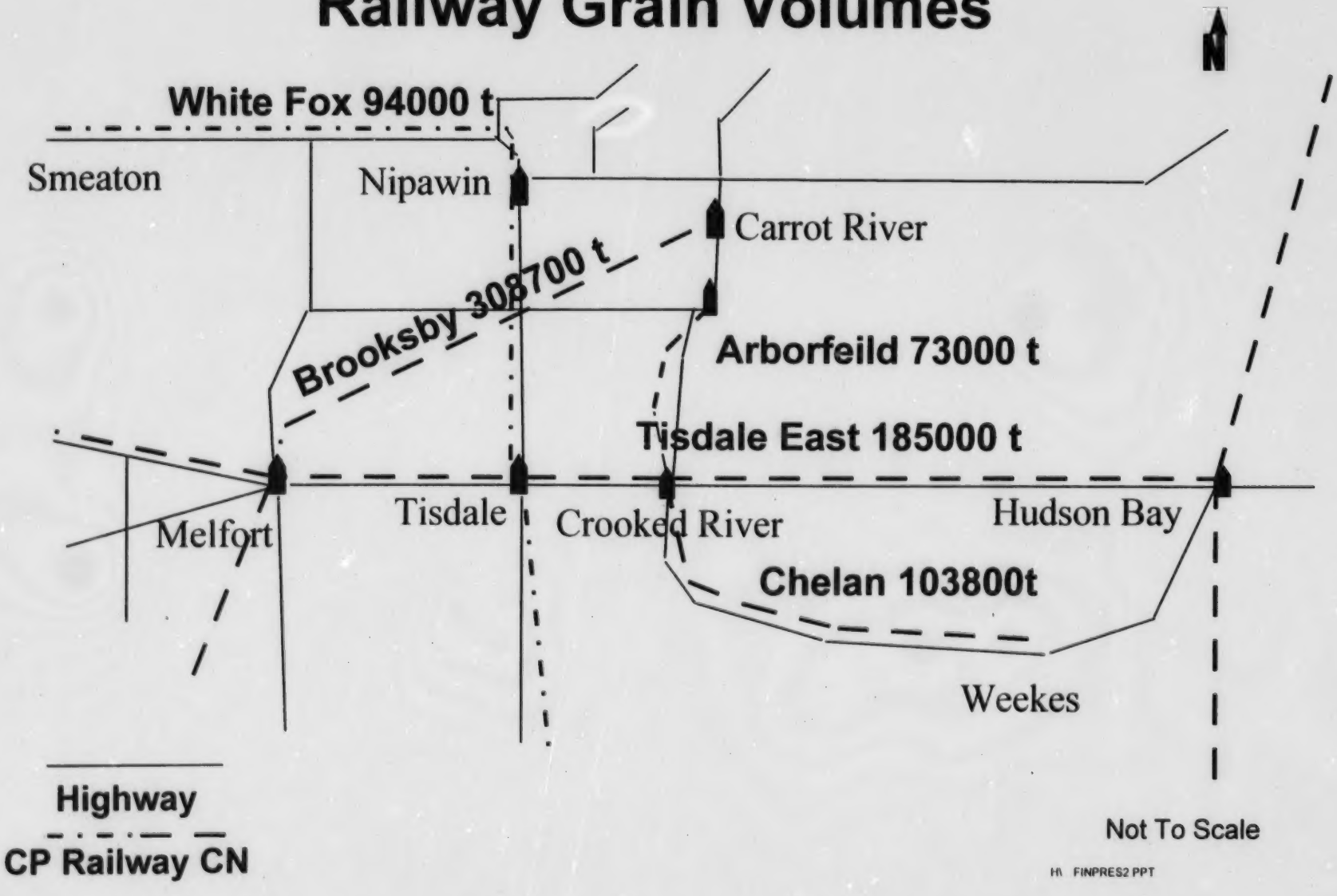
CN

Arborfield	73000 tonnes of grain
Chelan	103800 tonnes of grain

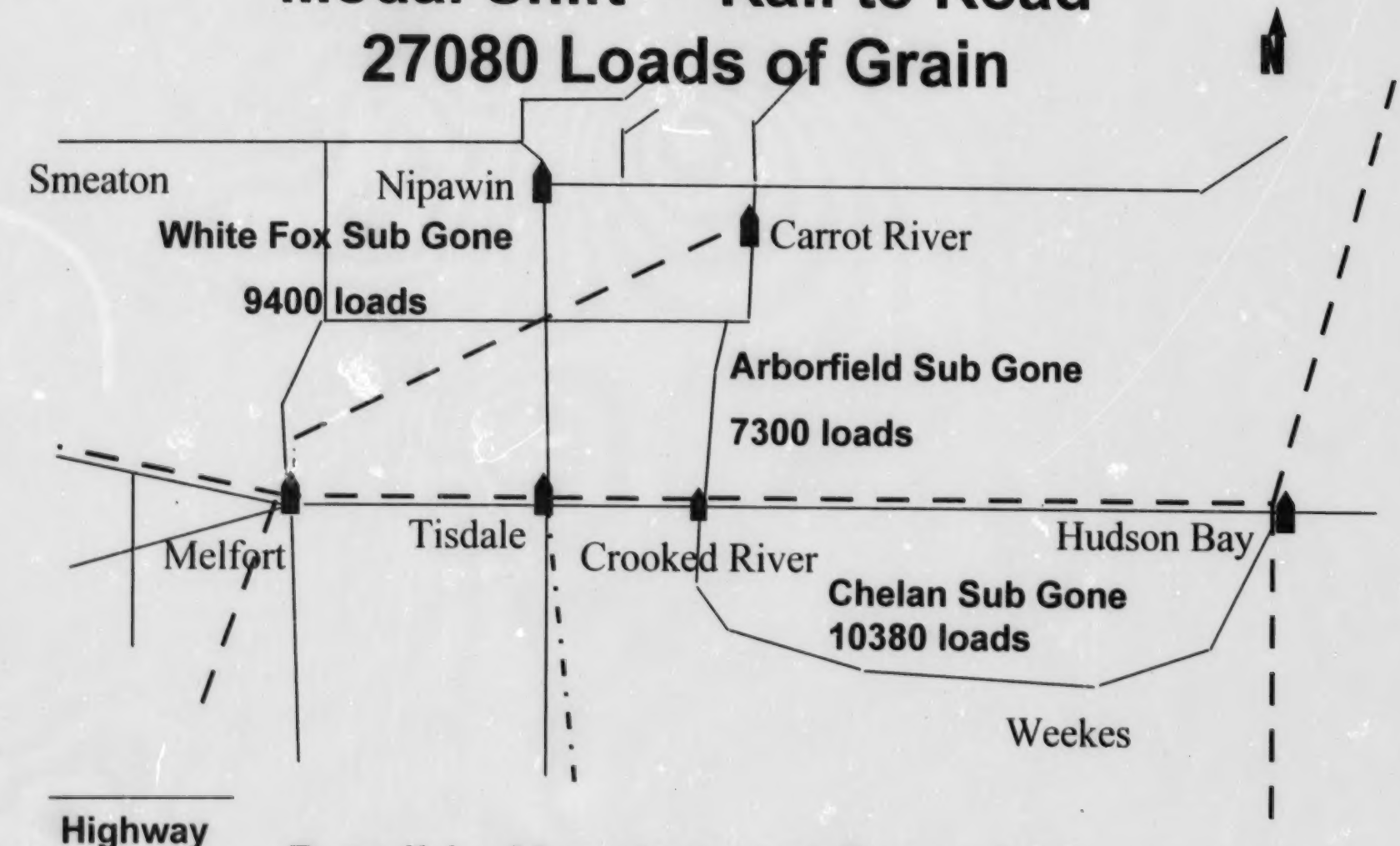
CP

White Fox	94000 tonnes of grain

Railway Grain Volumes



Modal Shift - Rail to Road
27080 Loads of Grain

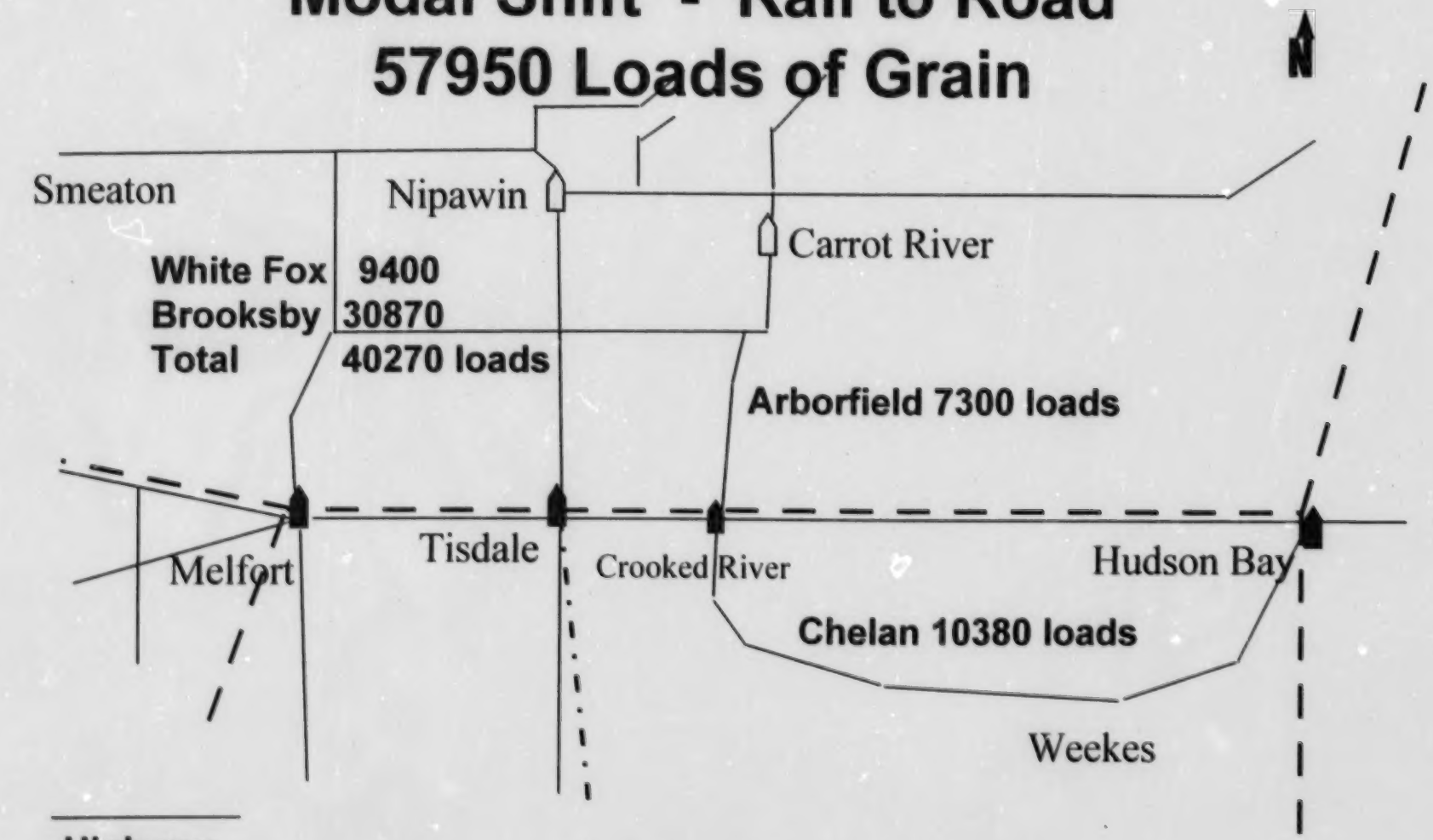


Possible Abandonment Scenario 1

Not To Scale

H\ FINPRES2.PPT

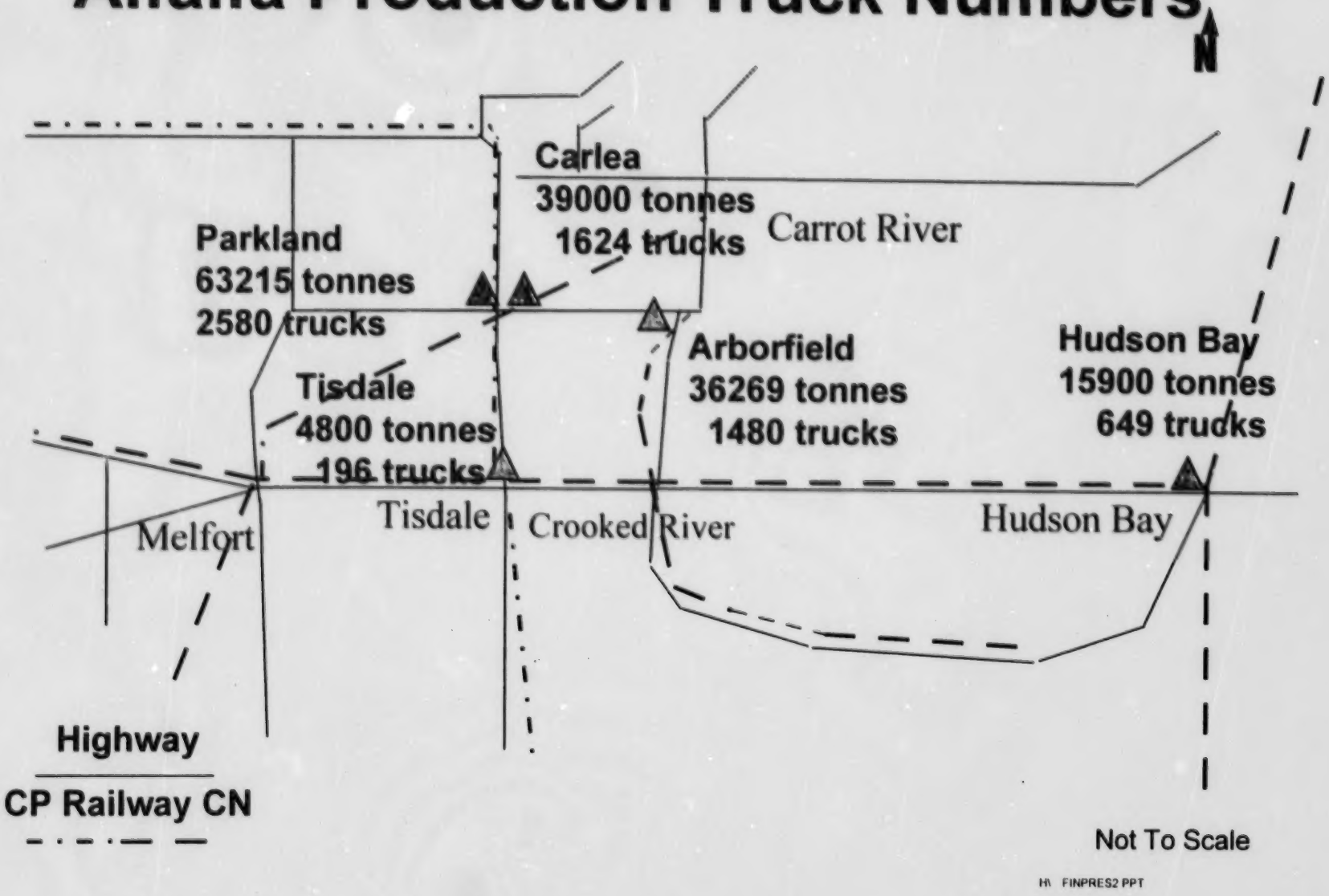
Modal Shift - Rail to Road
57950 Loads of Grain



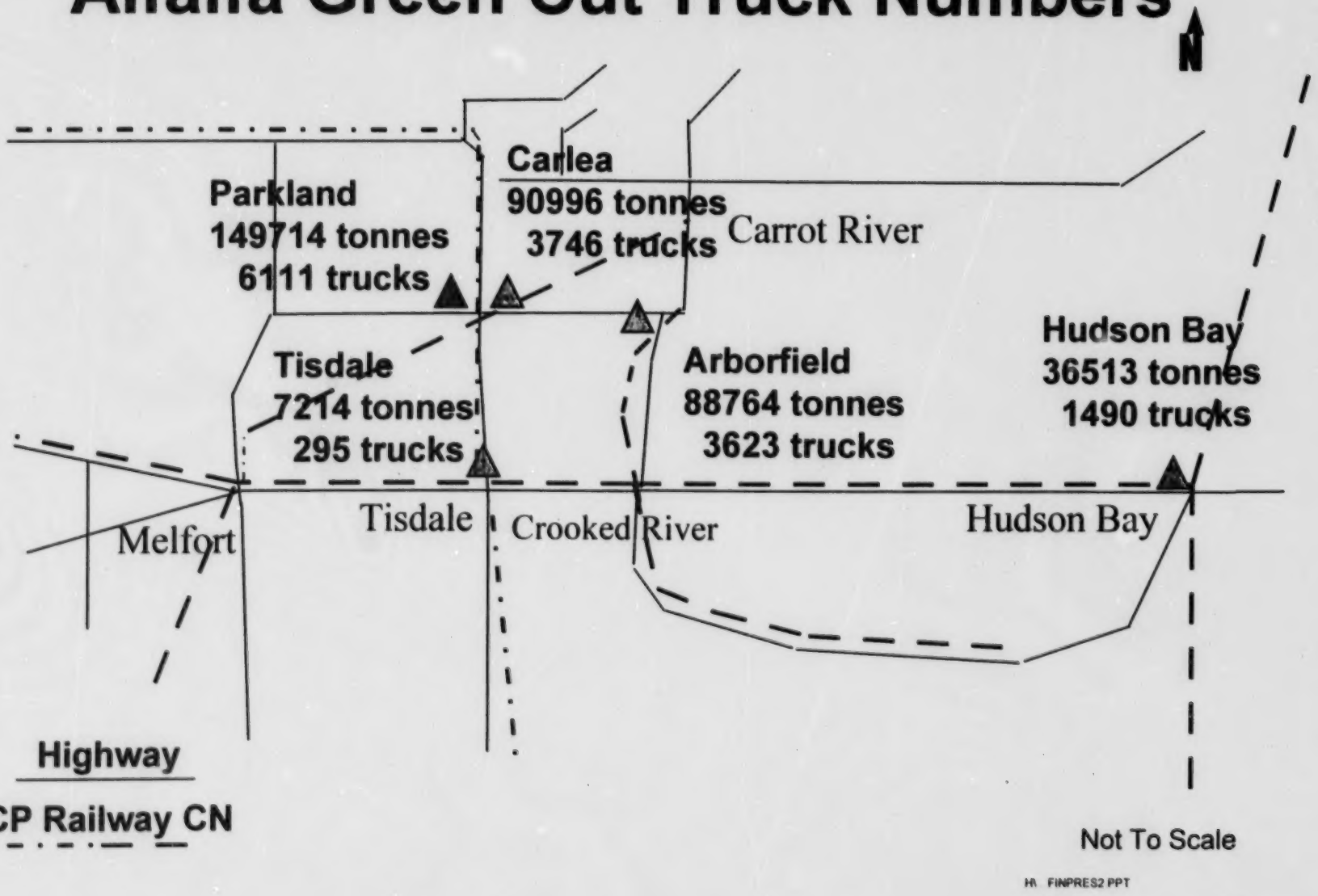
Possible Abandonment Scenario 2

Not To Scale

Alfalfa Production Truck Numbers



Alfalfa Green Cut Truck Numbers



2 AXLE TRUCK

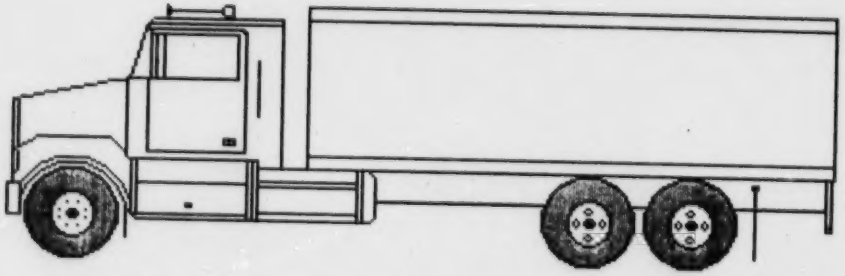
BUSHELS	Primary	Secondary	Winter
Wheat	345	312	378
Barley	432	390	579
Oats	609	550	668

Based on calculation of Gross - Tare = Net Tonnes Net Tonnes converted to bushels

3 AXLE TRUCK

BUSHELS	Primary	Secondary	Winter
Wheat	492	400	529
Barley	615	500	661
Oats	868	706	933

10% MORE WEIGHT CAUSES ROAD DAMAGE IMPACT TO INCREASE BY 45%



3 AXLE TRUCK GROSS WEIGHT
22500 kg
+ 10% = 2250 more kg
45% more damage

Implications

- Average haul distance increases.
- Average truck size likely to increase.
- Total tonne-kilometres by truck will increase.
- Roads will have to carry significantly more long haul truck traffic.
- Grain will move on a more regional basis.

Implications

- Municipalities with a major collection point will experience increased grain truck traffic.
- Much of the traffic may originate from adjacent or distant municipalities.
- Each major collection site is unique and will have its own road needs.

Implications

- Road condition will continue to deteriorate. (thin pavements are most susceptible to damage and are most expensive to maintain & rebuild)
- Increased trucking costs as roads deteriorate.
- Some traffic could shift from poor highways to municipal roads.
- Elevator consolidation results in loss of tax revenue - road maint. cost rise

Opportunities

- Short Line Rail option(s).
- Better management of grain truck traffic.
- Assess the road infrastructure needs as one complete network.
- Work with railways & grain companies as partners in planning the system.
- ***A coordinated plan is needed.***

Benefits of Formation

- Increased awareness of issues
- Larger voice with greater credibility
- Cooperation between urban/rural municipalities in a common interest
- Shared decision-making
- Less expensive solutions
- Impact on other services
- Quality & level of service

Northeast Transportation Planning Council

Purpose

- Form a regional transportation planning council that actively involves stakeholders in co-operative and interactive process for regional transportation planning.
- Develop a transportation plan for the Northeast region of Saskatchewan.

Northeast Transportation Planning Council

Goal

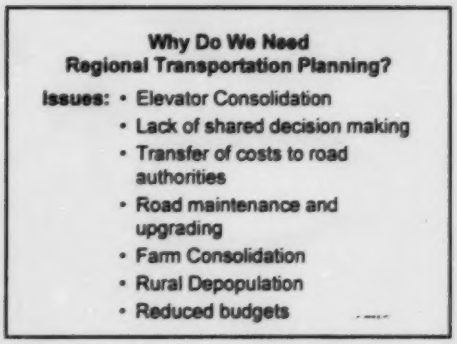
The goal of the Northeast Transportation Planning Council is to have elected municipal representatives, producers and business stakeholders gain a greater knowledge of regional transportation issues and become involved in regional transportation decision making.

Appendix H

Northeast Transportation Planning Committee
Presentaion Materials
Area Meetings - January, 1997

Slides

- Introduction
- Population
- Municipal Roads
- Provincial Highways
- Grain
- Rail Inventory
- Modal Shift
- Truck Weights
- Summary



Why do we need regional transportation planning?

There are a number of issues facing every level of gov't today:

Rail line abandonment is causing elevator consolidation, or vice versa. In 1995 there were some 472 elevator sites. In 5-10 yrs there could be 155 or fewer sites in the province.

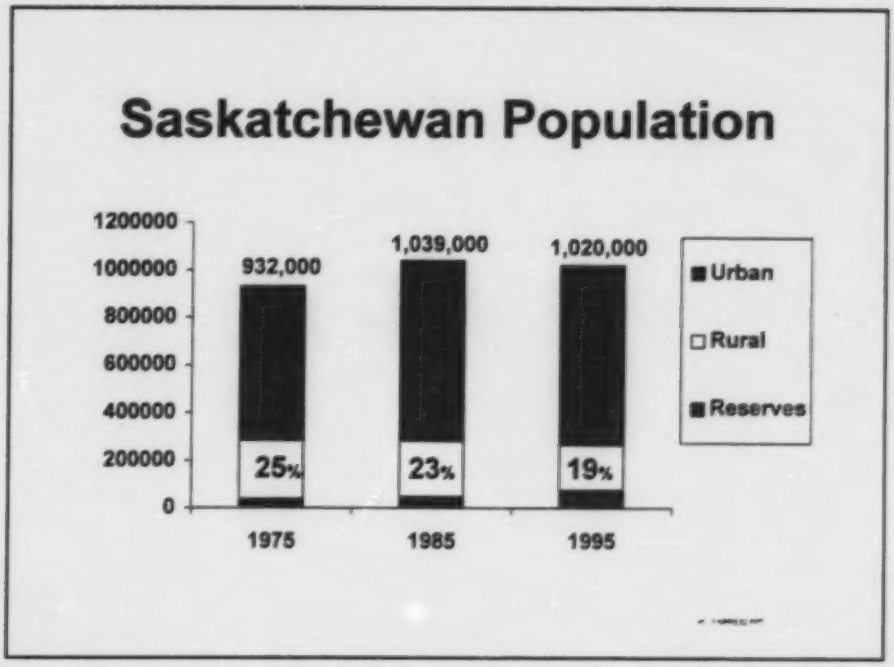
Rail lines, elevator companies and governments seldom gather together to share in decision making that impacts our transportation networks. Local government bears the highest cost with the least input.

Tonnage no longer travelling on the railway must move on the road network. thus transferring maintenance and upgrading costs to the road authorities.

Road maintenance and upgrading will become an even higher priority among road authorities.

Farm consolidation has lead to larger operations and fewer numbers of farms spread over the same acreage of land. As more people leave the farm for urban centres, we see a trend of rural depopulation.

All of these things are occurring in the face of shrinking budgets - lost assessments and reduced funding from Ottawa and the provincial government.

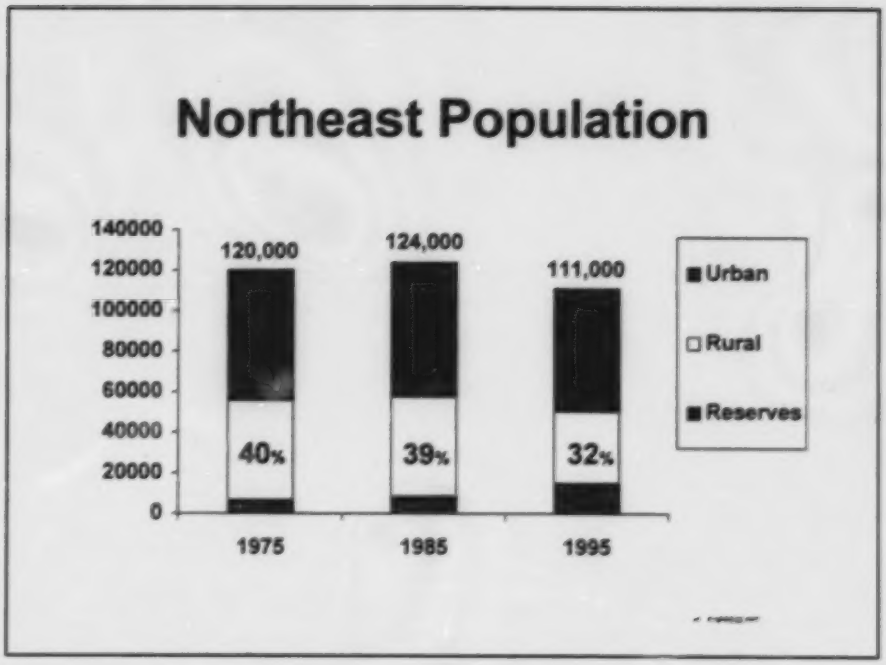


This is the Provincial population picture for the decades 1975, 1985 and 1995.

The total population is greater than 1975 but down from 1985.

We can see a slowing trend of urban population growth with a declining trend in the rural areas.

Our source for these statistics is the Dept of Health, Covered Population stats for the years shown.



This is the northeast population picture for the decades 1975, 1985 and 1995. The figures include all the RMs and Urban Municipalities in SARM Region 4.

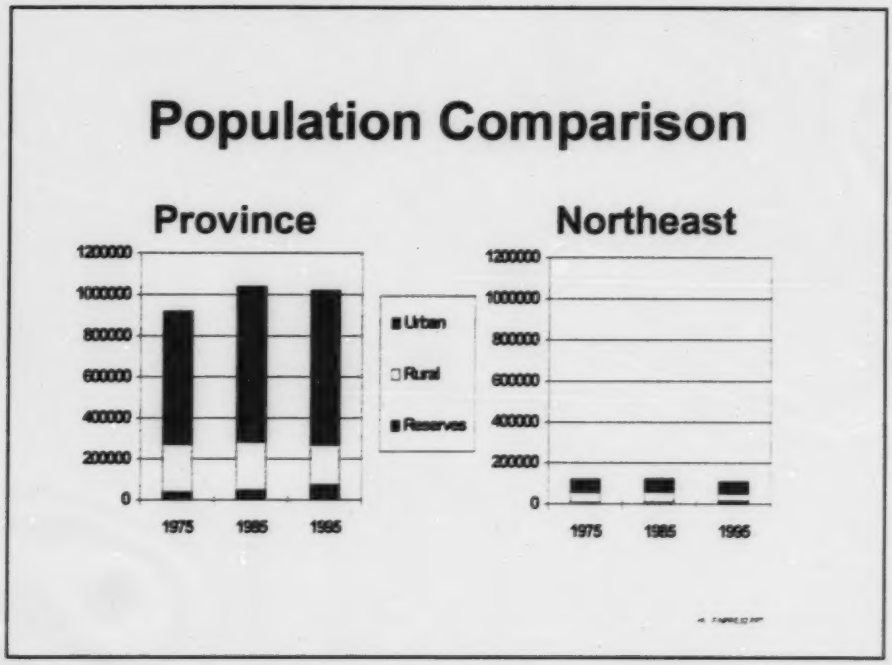
Like the provincial picture, the total population is greater than 1975 but down from 1985.

Again, we can see a slowing trend of urban population growth with a declining trend in the rural areas - similar to the provincial trend.

Total NE Population for:
1975 - 120,094

1985 - 123,661

1995 - 106,626



If we put both the province and the northeast region on the same scale, we how see how the region compares to the rest of the province.

In 1975 we were 13% of the provincial population
(just over 900,00 - 931,921);

In 1985 were were 12% (prov. 1 million - 1,039,249); and

In 1995 are 10% of the province's total population (1 million - 1,020,378).

Northeast Rural Road Inventory

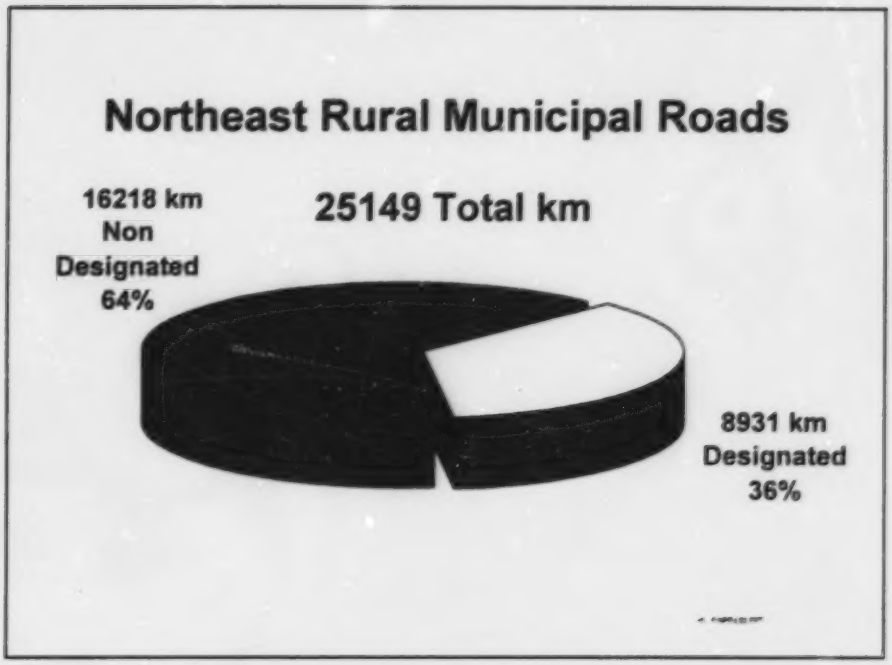
Non-Designated Road Types	
Local Access	9591
Land Access	6627
Designated Road Types	
Main Farm Access	4920
Grid	2377
Primary Grid (Gravel)	1065
Primary Grid (Surfaced)	319
Special (Grid)	211
Special (Surfaced)	39
Total Kilometres	**25149**

Northeast Rural Road Inventory

There are 25,149 kilometres of roads in the 43 rural municipalities of the NE region.

These roads are classified as non-designated and designated roads as shown here. This is the breakdown of the NE rural road inventory.

The designated road system receives some provincial funding, the non-designated roads are wholly funded by the respective RMs.

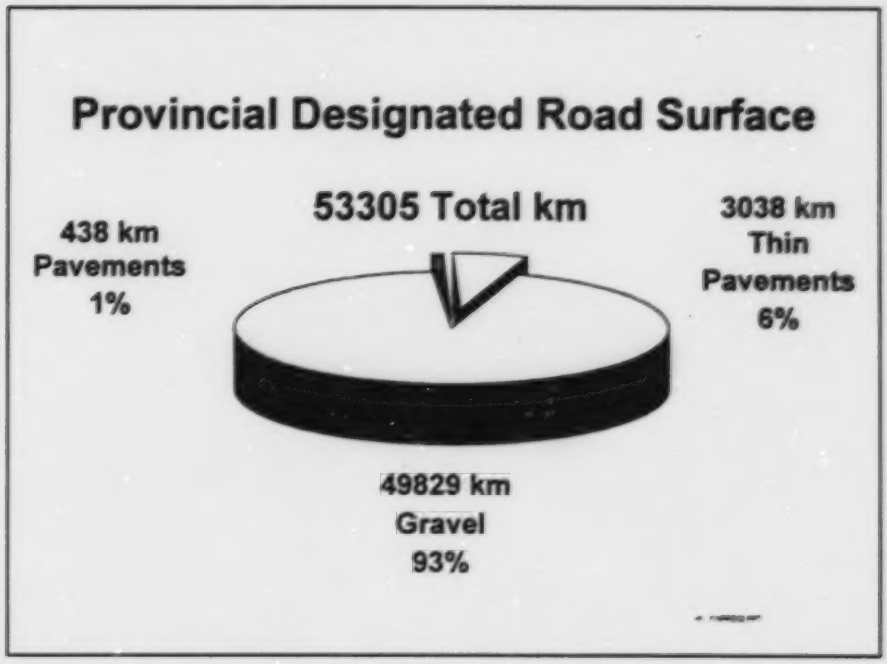


This pie graph illustrates the break down of non-designated and designated rural roads.

16,218 km or 64% of non designated roads which are totally funded by the RMs.

8931 km or 36% are designated roads.

We'll look at the designated roads a little more closely.

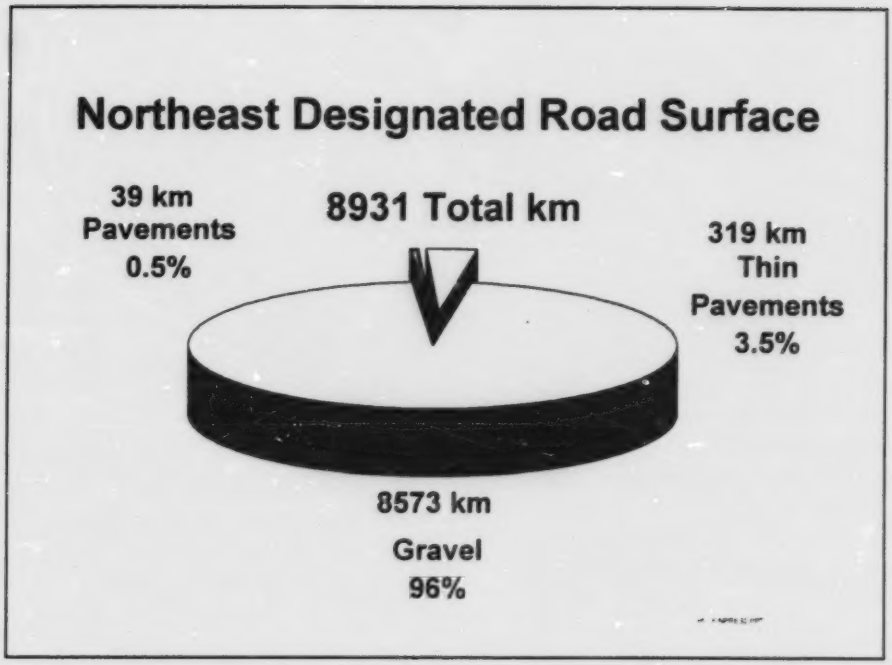


This graph represents all the designated rural roads in the province.

The roads are broken down by surface types:

Pavements - 1% of all rural roads in the province are pavement
Thin Pavements - 6% of all rural roads in the province are thin pavement
Gravel - the greater percentage, 93% of all rural roads have a gravel surface.

These percentages are based on the total number of designated roads in the province - 53 305 km.

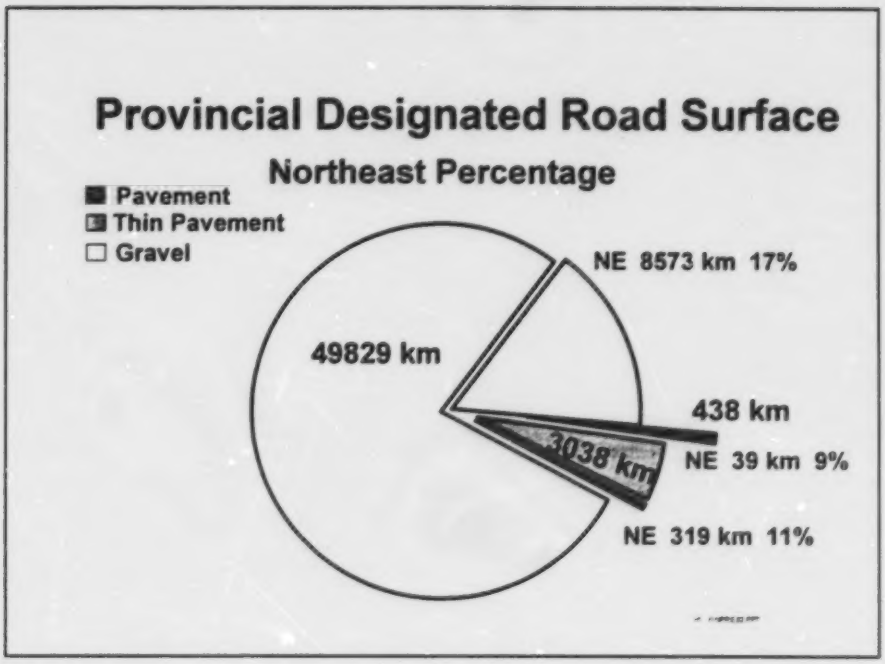


This graph represents all the designated rural roads in the northeast.

Again, the roads are broken down by surface types:

Pavements - 0.5% of all rural roads in the northeast are pavement
Thin Pavements - 3.5% of all rural roads in the northeast are thin pavement
Gravel - the greater percentage, 96% of all rural roads in the northeast have a gravel surface.

These percentages are based on the total number of designated roads in the northeast - 8 931 km.



•The Northeast has about 17% of all the designated rural roads in the province.

•This breaks down into:

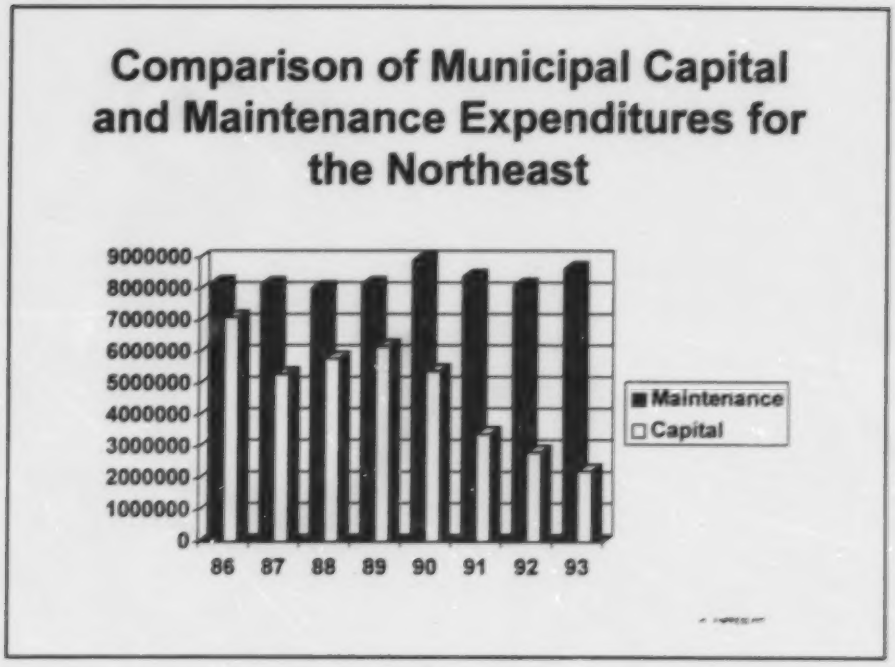
9% of the pavement in the province - of the 438 km shown in the thin black pie slice, the NE has 39 km in the even thinner black pie slice (this is below the regional average of 17%)

8% of thin pavements in the province - of the 3038 km in dark gray, 319 km is in the NE (below average); and

The NE has 17% of the gravel rural roads in the province - of the 49829 km shown in light gray, 8573 km are in the NE (average - 17%).

Provincial Total - 53 305 km of designated rural roads

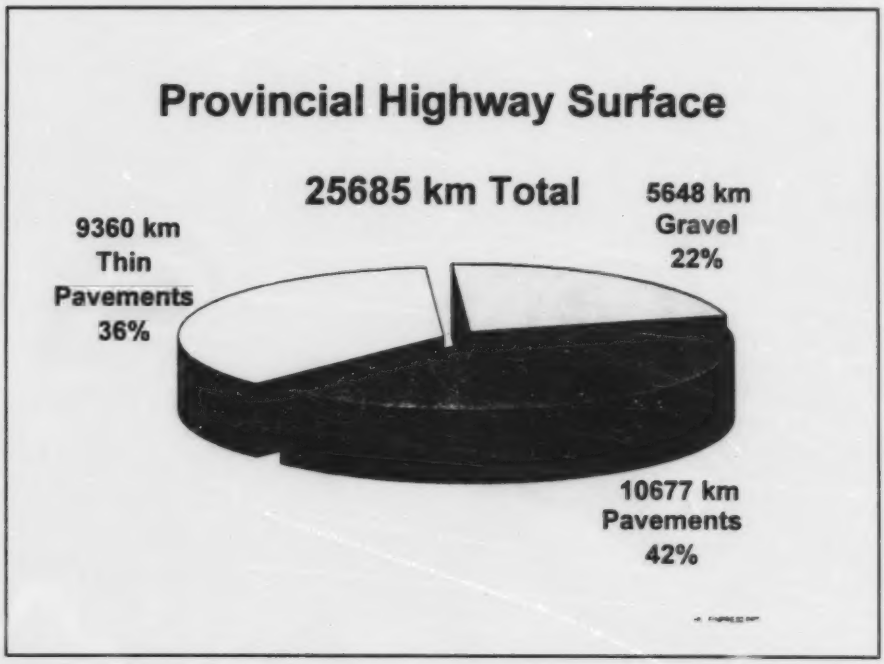
Northeast Total - 8931 km of designated rural roads



•Trending information from graph as follows

•There will be a trend away from capital expenditures (construction) towards increasing maintenance expenditures

•The higher the volume of traffic the more maintenance dollars are going to rise



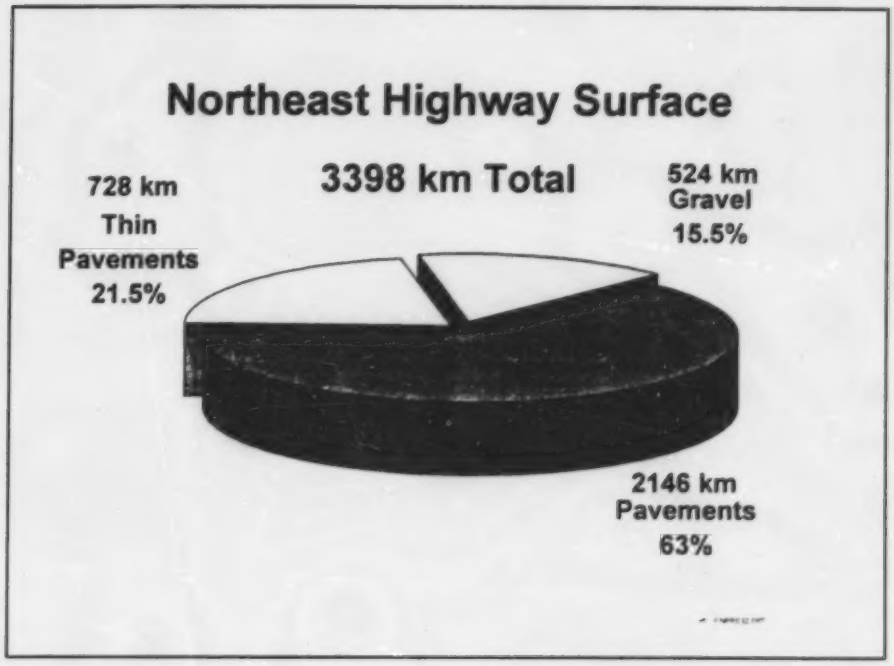
Road & Highway Network Profile

Provincial Highway Network - Total of 25, 685 kilometres

42 % "thick" pavements

36 % "thin" pavements

22 % gravel highways



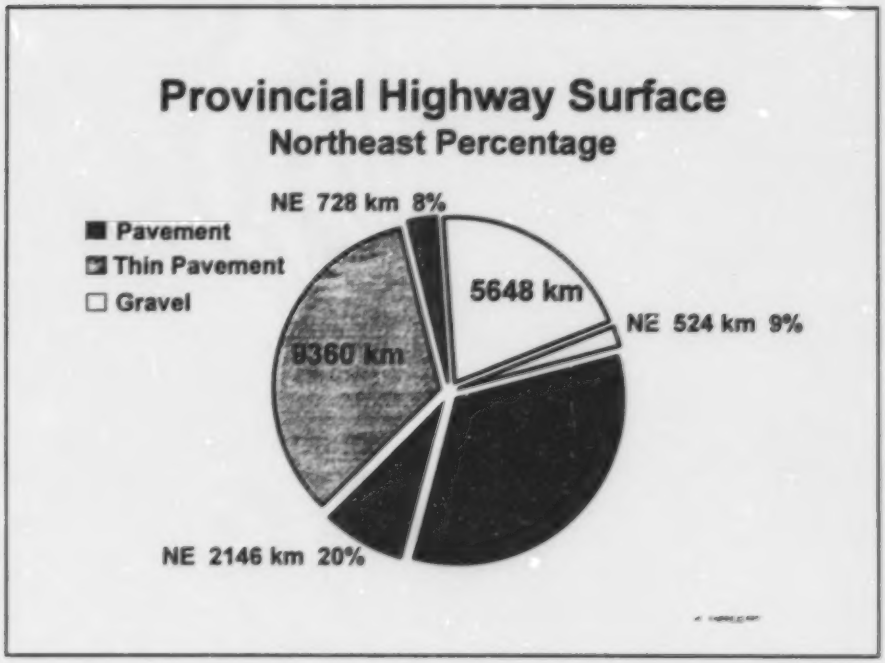
Northeast Highway Network

Total of 3.398 kilometres of which:

63 % are "thick" pavements;

21 % "thin" pavements; and

15 % gravel highways.



•The Northeast has about 13% of the highways in the province.

•This breaks down into:

The NE has 20% of the pavement in the province - of the 10 677 km shown in black the NE has 2146 km (this above average - 13%)

8% of thin pavements in the province - of the 9360 km in dark gray. 728 km is in the NE (below average); and

The NE has 9% of the gravel highways in the province of the 5624 km shown in light gray. 524 are in the NE (below average - 13%).

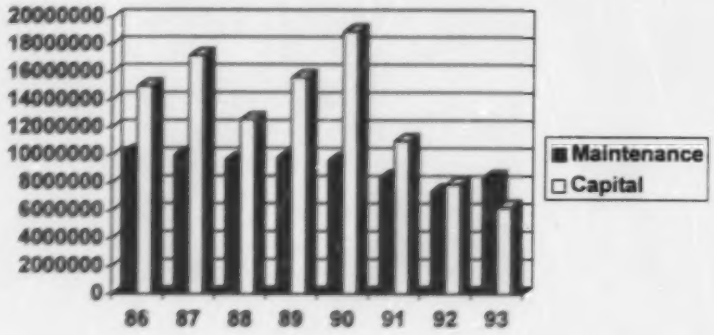
Provincial Total - 25 149 km

Northeast Total - 3 389 km

NEXT SLIDE - Highway Pressure Map

•A look at the pressure point map shows areas of the network that are already showing signs of or are suspected to show signs of degradation. These areas were identified by Dept of Highways.

Comparison of Highway Capital and Maintenance Expenditures for the Northeast



- It can be seen that there has been a drastic reduction in provincial monies spent on both maintenance and construction
- Trending will follow the municipalities towards more maintenance dollars and away from capital expenditures.
- Emergence of this trend is visible in the graph

Grain Delivery Points

Northeast:
64 Sites (13%) 110 Elevators (16%)

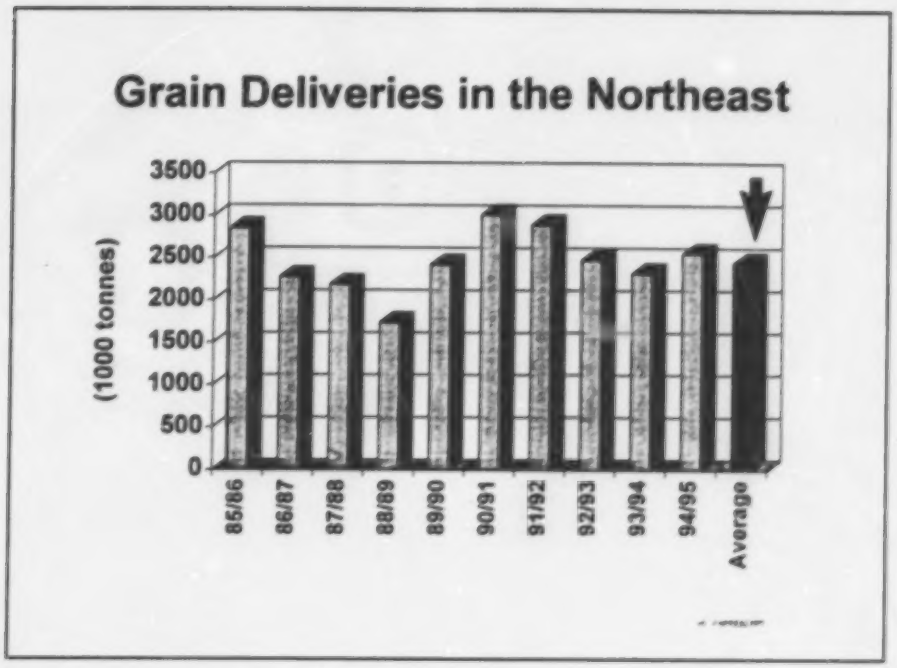
Provincially:
509 Sites 709 Elevators

Grain Deliveries in the Northeast

64 grain delivery points or sites in the northeast account for 13% of all delivery points in the province.

Situated at these points are 110 elevators. This represents 16% of the elevators in the province - unless some closed yesterday.

These numbers will decline as rail line abandonment and elevator consolidation continue in their trend.



•It is impossible to predict or extract trending data from this graph due to the fact that farming is so dependent upon the weather.

•Delivery numbers will follow production which depends on the weather.

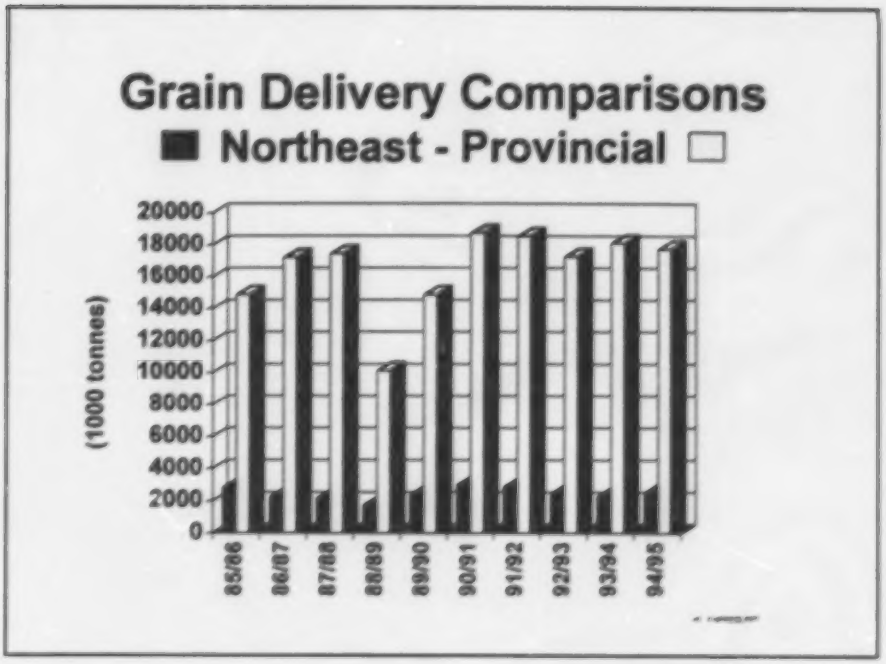
•Average grain deliveries is 105,759,595 bushels

-calculated from board grain 10 year average tonnage in area to bushels (conversions done for each grain)

•Some deliveries will cross area boundaries both into and out of area. Those deliveries not accounted for in the statistics.

•Grain moving to destinations other than to Canadian Grain Commission Licensed elevators is not included here.

Question: How much grain would move in this manner? Feed Grain? Specialty Crops?



•Provincial delivery statistics include the Northeast delivery. Typically, the Northeast delivery is about 15% of all grain delivered.

•Question: Where is the new pooling point for the grain, and where does this suggest most of the grain will go?

•Northeast percentage of seeded acres to the board grains is 15.6% of the provincial total.

•Northeast Production Statistics

Wheat	19.5 bu/acre
Durum	16.4 bu/acre
Oats	42.2 bu/acre
Barley	39.4 bu/acre
Rye	26.0 bu/acre
Flax	13.0 bu/acre
Canola	13.2 bu/acre

The statistics were calculated taking the 10 year average tonneage delivered in the Northeast and the seeded acres to the board grains from the 1991 census.

Northeast Rail Inventory

	Miles	Kilometres
CN		
Mainline	395	636
Branch	306	492
subtotal	**701**	**1128**
CP Rail		
Mainline	98	158
Branch	242	390
subtotal	**340**	**548**
Total Rail	**1041**	**1676**

Northeast Rail Inventory

There are approximately 1,041 miles of railway track in the northeast.
493 miles of mail line
548 miles of branch line

Broken down by railway company it look this -
CN:
395 miles of main line - 80% of the main line in the NE
306 miles of branch line - 56% of the branch lines in the NE

CP:
98 miles of main line - 20% of the main line in the NE
242 miles of branch line - 44% of the branch lines in the NE

Northeast Rail Inventory

Subdivisions at Risk of Abandonment:

CN

Arborfield	73000 tonnes of grain
Chelan	103800 tonnes of grain

CP

White Fox	94000 tonnes of grain

These are the subdivisions identified by the railway companies as being the most likely candidates for abandonment:

CN

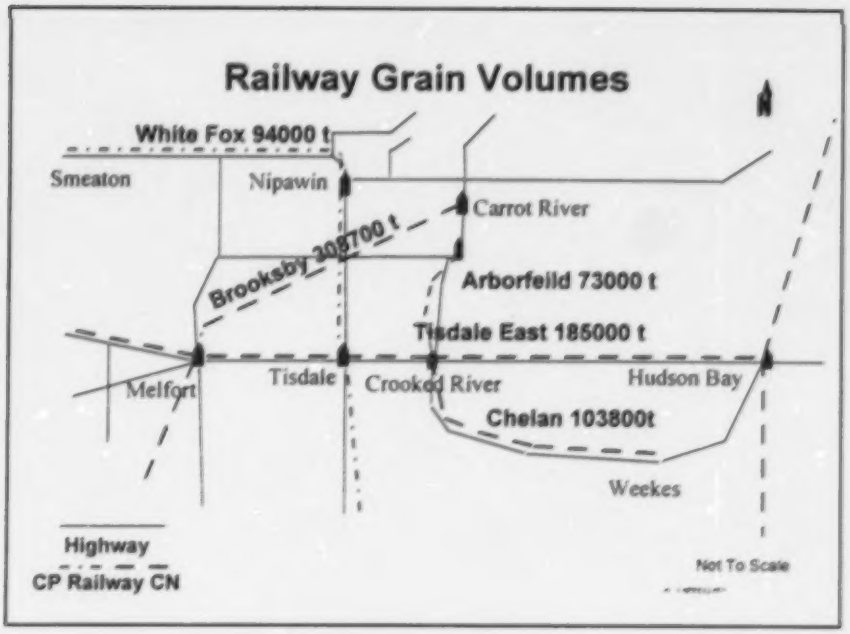
Arborfield	30.25 km	73000 tonnes of grain
Chelan	78.86 km	103800 tonnes of grain

CP

White Fox	64.21 km	94000 tonnes of grain

Tonnage source:
Canadian Grain Commission statistics as reported in the Report of Farmer's Grain Hauling Costs and Churchill and Network Advantages.

Abandonment info source:
CN 3yr plan
CP - just a guess



This map shows you the transportation network in the Melfort/Tisdale/ Hudson Bay and Nipawin/Carrot River regions.

The solid lines represent provincial highways

The dot dash lines represent the CP Railway and, dashed lines, the CN.

Grain tonnages on the railway subdivisions shown:

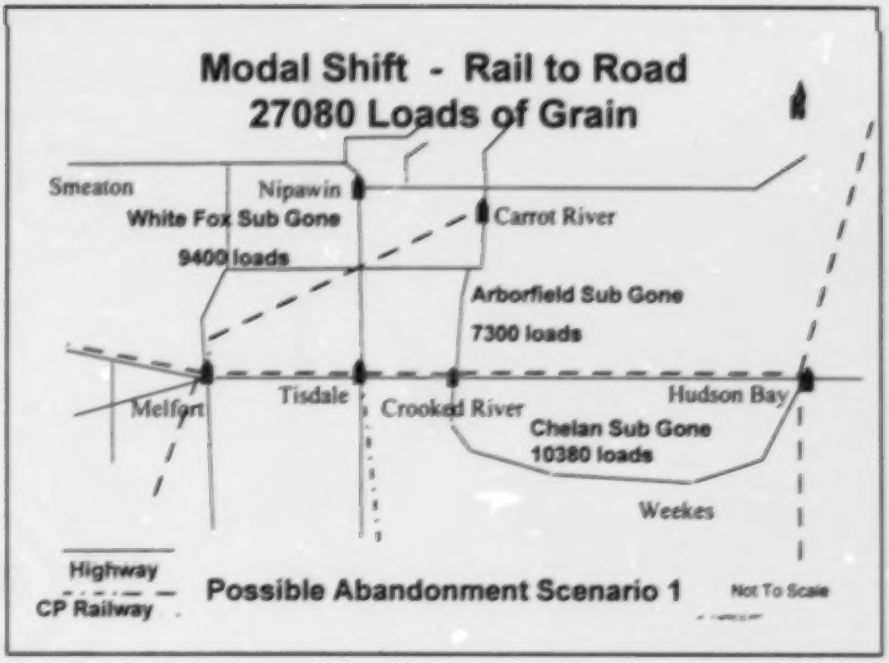
CP - White Fox	94000 tonnes (3.5 million bushels)
CN - Brooksby	308700 t (11.4 M bu)
Tisdale East	185000 t (6.8 M bu)
Arborfield	73000 t (2.7 M bu)
Chelan	103800 t (3.8 Mbu)

The Arborfield sub also handles 36269 tonnes of alfalfa.

The tonnage that will impact the roadways due to subdivision abandonment totals 764500 tonnes or 28.2 M bu of grain and 36269 tonnes of alfalfa.

Alfalfa dehy plants ship most of their production tonnages by rail. The Arborfield plant located on the Arborfield sub produces 36269 tonnes of dehy alfalfa annually. Others include: Carlea located on Brooksby sub. produces 39000 tonnes, Parkland located on the CP Tisdale sub. produces 63215 tonnes. Tisdale located on the CP Tisdale sub. produces 4800 tonnes, and Hudson Bay located on the CN Tisdale sub. produces 15900 tonnes annually.

Dehy plant production statistics are from the plants.



This map we call Scenario 1, assumes that White Fox, Arborfeild and Chelan subdivision are abandoned - gone, none existent!

With an average load of 10 tonnes, the tonnage of grain on these lines is equivalent to:

White Fox - 9400 truck loads

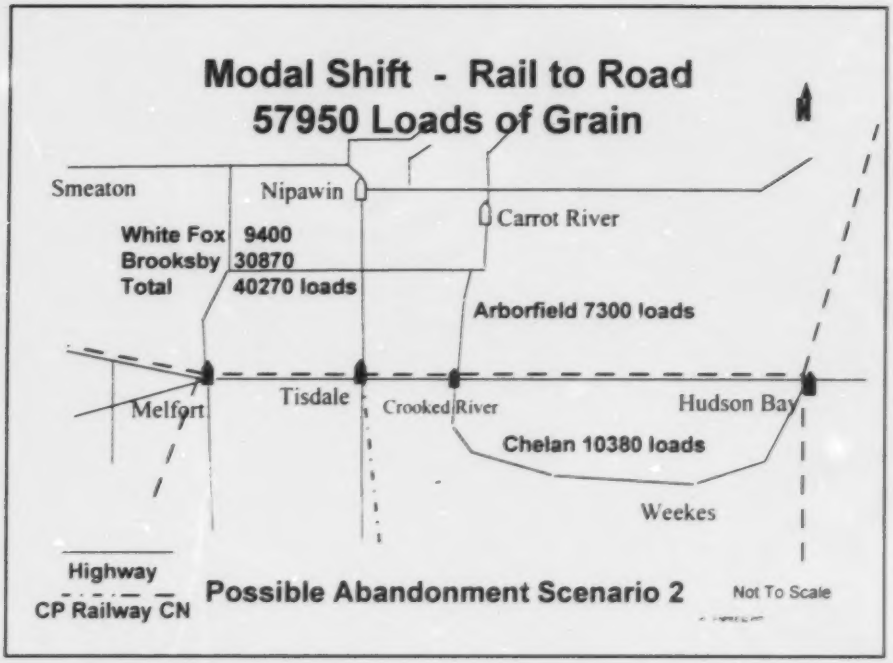
Arborfield - 7300 truck loads

Chelan - 10380 truck loads

This is a total of 27080 truck loads of grain

Add approx. 1480 truck loads of alfalfa pellets from Arborfield operations and the number increases to 28560 truck loads that must now move by road.

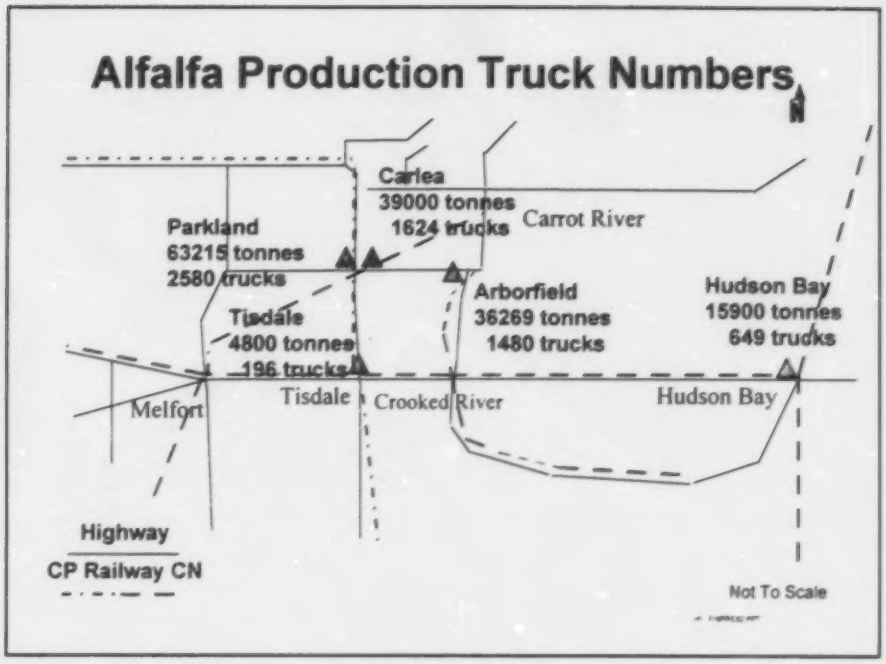
We appreciate that most of these trucks had to travel from the farm gate to the elevators that were once on the rail lines to begin with. However, with elevator consolidation and rail line abandonment, we are saying that these trucks must travel further to larger collection points. Roads and highways in these areas have not previously experienced these projected heavier traffic volumes and are certain to come under pressure.



In Scenario 2, we assume that the Brooksby Sub (308700 t) is abandoned in addition to White Fox, Arborfield and Chelan. This would add an additional 30870 loads of grain to the road system in the area.

This brings the total number of loads of grain to 57950.

When the production of alfalfa pellets from Parkland, Carlea & Arborfeild is added to the grain truck loads the total number rises to 63634 of trucks loads.



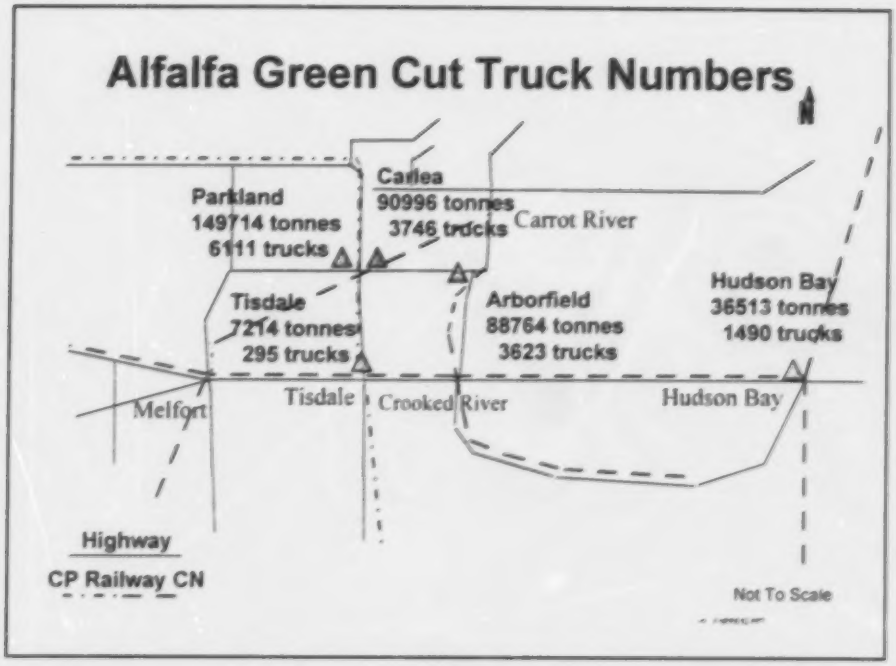
This map shows the location of five alfalfa dehy plants in the northeast area: Parkland, Carlea, Arborfield, Tisdale, and Hudson Bay. The Midwest dehy plant is located by Norquay in the Northeast area but is not considered in these slides.

Almost all of the pellet production tonnage shown are presently shipped by rail from the plants. Truck numbers are the number of 5 axle trucks which would be needed to haul the same tonnages by road.

Truck numbers (annually)

Parkland	63,215 tonnes	2,580 trucks
Carlea	39,000 tonnes	1,624 trucks
Tisdale	4,800 tonnes	196 trucks
Arborfield	36,269 tonnes	1,480 trucks
Hudson Bay	15,900 tonnes	649 trucks

* Production numbers from dehy plants. Truck numbers calculated using 100% 5- axle fleet - 24.5 tonnes payload.



The tonnage numbers indicate an approximate tonnage of green cut alfalfa being hauled by truck to the dehy plants annually. The truck numbers shown are obtained using a truck fleet made up of all 5 axle units with a payload of 24.5 tonnes.

Truck numbers annually:

Parkland	149.714 tonnes	6.111 trucks
Carlea	90.996 tonnes	3.746 trucks
Tisdale	7.21 tonnes	295 trucks
Arborfield	88.764 tonnes	3.623 trucks
Hudson Bay	36.513 tonnes	1.490 trucks

*Numbers based on production numbers multiplied by constant for moisture content. Green cut approximately 85% when cut. 65% when hauled and less than 10% after processing. Constant found to be approx. 3 (2.857). Green cut figures are from the dehy plants.

2 AXLE TRUCK

BUSHELS	Primary	Secondary	Winter
Wheat	345	312	378
Barley	432	390	579
Oats	609	550	668

Based on calculation of Gross - Tare = Net Tonnes Net Tonnes converted to bushels

2 Axle Grain Truck

Using conversion factors for tonnes to bushels, these are the number of bushels of wheat, barley & oats that might legally be hauled in a 2 axle grain truck.

Subtract the tare weight of 5200 kg (in our example) from the legal gross weights to arrive at the possible net weight for each highway weight classification.

(Tare weight was taken from the average of 10 - 2 axle grain truck samples from a grain truck weight survey)

Highway	Gross	Net
Primary	14600 -T=	9400 / conversion factor = bushels
Secondary	13700 -T=	8500 (see above for bushels) Winter
	15500 -T=	10300

Conversion factors used: wheat - 36.74; barley - 45.93; oats 64.84

Tire sizes below 11 inch (279 mm) may reduce the allowable weight.

Road bans will reduce the net weight.

3 AXLE TRUCK

BUSHELS	Primary	Secondary	Winter
Wheat	492	400	529
Barley	615	500	661
Oats	868	706	933

3 Axle Grain Truck

Using conversion factors for tonnes to bushels, these are the number of bushels of wheat, barley & oats that might legally be hauled in a 3 axle truck

Subtract the tare weight of 9100 kg (in our example) from the legal gross weights to arrive at the possible net weight for each highway weight classification.
(Tare weight was taken from the average of 10 - 3 axle grain truck samples from a grain truck weight survey.)

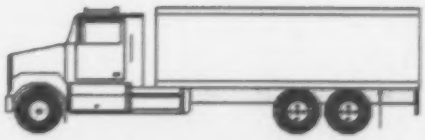
Highway	Gross	Net
Primary	22500-T=	13400 / conversion factor = bushels Secondary
	20000-T=	10900 (see above for bushels) Winter
	23500-T=	14400

Conversion factors used: wheat - 36.74; barley - 45.93; oats 64.84

Tire sizes below 11 inch (279 mm) may reduce the allowable weight.

Road bans will reduce the net weight.

10% MORE WEIGHT CAUSES ROAD DAMAGE IMPACT TO INCREASE BY 45%



3 AXLE TRUCK GROSS WEIGHT
22500 kg
+ 10% = 2250 more kg
45% more damage

Adding as little as 10% more weight to a legal load, road damage impact is increased by 45% !

83 bushels of wheat; or

100 bushels of barley; or

145 bushels of oats,

is about 10% of the legal gross weight of a 3 axle truck

adding this much weight to the truck's load adds significantly to the road damage impact

it shortens the life span of the road and causes greater wear & tear on the truck

Implications

- Average haul distance increases.
- Average truck size likely to increase.
- Total tonne-kilometres by truck will increase.
- Roads will have to carry significantly more long haul truck traffic.
- Grain will move on a more regional basis.

1. The average truck haul has been in the range of 10 - 15 km (6 - 9 miles). In the Watrous/Tisdale areas hauls average 17 - 22 km (11 - 14 miles) In the futuristic situation the average truck haul may be 50 km (30 miles) or more.

2. As average haul distance increases the size of trucks will increase. You will see more and more 5,6 & 8 axle trucks on the roads. (semis, A-trains and B-trains). > On some municipal roads - safety may become a concern.

3. More tonnes of grain will leave the railway and hit the highway on longer journeys than before.

4. The old grain collection system was geared to delivery to points separated by 12 - 20 km (7 - 13 miles). Very little grain crossed more than one municipal boundary & very little grain was transported past more than one community on the highway - it was a very local system.

The probable future will see grain crossing many municipal boundaries and traveling past many communities on highways - a regional collection system. In fact, this is already happening.

Implications

- Municipalities with a major collection point will experience increased grain truck traffic.
- Much of the traffic may originate from adjacent or distant municipalities.
- Each major collection site is unique and will have its own road needs.

Municipalities with a major collection point will experience increased grain truck traffic.

Much of the traffic may originate from adjacent or distant municipalities.

Traffic will originate from some distant municipality enroute to another with a collection point literally leaving others caught in the middle with road deterioration problems and no tax revenue from the traffic generator.

A collection point located adjacent to a thick pavement highway will likely have fewer maintenance and upgrading concerns than one located on a thin pavement or municipal road.

Implications

- Road condition will continue to deteriorate. (thin pavements are most susceptible to damage and are most expensive to maintain & rebuild)
- Increased trucking costs as roads detericrate.
- Some traffic could shift from poor highways to municipal roads.
- Elevator consolidation results in loss of tax revenue - road maint. cost rise

Without intervention, road conditions will continue to deteriorate.

Thin pavements have the lowest initial cost, but they are most susceptible to damage and are most expensive to maintain & rebuild.

Producers will be faced with increased trucking costs as roads deteriorate. In addition, moving larger quantities of grain by truck rather than rail will significantly increase use of petroleum products (diesel fuel, lubricants) in comparison to moving the same quantity of grain by rail. This will have a certain impact on the environment.

Some truck traffic could shift from poor highways to municipal roads or vice versa. Good roads will come under pressure.

What will happen to grain freight rate subsidies from railway & grain companies when rationalization of the rail & elevator facilities is complete? They will likely disappear. Short term gain for long term pain. Freight incentives are there to shape a system, then they will disappear.

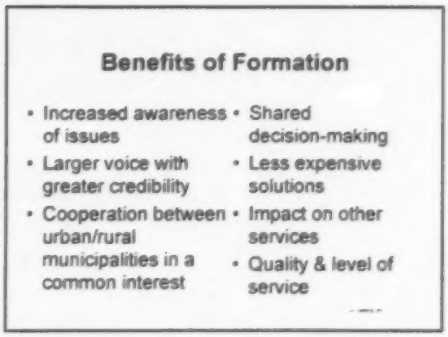
Once track has been successfully abandoned and torn out, there is little chance for it to be replaced.

Elevator closures and consolidation results in loss of tax revenue for municipalities who are left with rising road maintenance concerns.

Opportunities

- Short Line Rail option(s).
- Better management of grain truck traffic.
- Assess the road infrastructure needs as one complete network.
- Work with railways & grain companies as partners in planning the system.
- ***A coordinated plan is needed.***

We have some opportunities to take advantage of or act upon as a council: (read from slide)


Benefits of Formation
• Increased awareness of issues
• Larger voice with greater credibility
• Cooperation between urban/rural municipalities in a common interest
• Shared decision-making
• Less expensive solutions
• Impact on other services
• Quality & level of service

Benefits of Formation:

Increased awareness of the issues just outlined - previous slide.

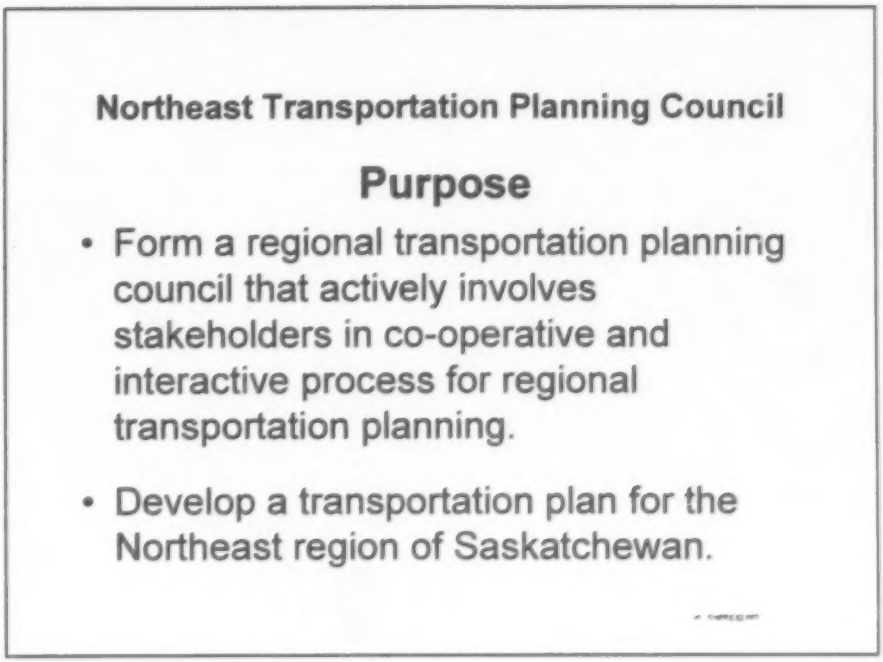
One municipality speaks with a small voice among the 120 municipalities in the NE region. A council of municipalities will speak for a larger geographic area, a larger population and with the resolve of many local governments

Both urban and rural municipalities have a vested interest in the transportation networks that serve our constituents. Cooperation brings unity and greater credibility to the council.

Activity in one municipality at one end of the transportation network can have significant impact in municipalities along the way and at the other end. As many municipalities are involved, it makes sense that we share in the decision making process that affects our transportation network.

Less expensive solutions can be found by coordinating our actions and sharing our plans. This coordination can result in reduced duplication of effort and spending money on problems in isolation.

Other services such as tourism, school bussing and emergency services are impacted by the quality and level of service experienced on the transportation network. The Quality and level of service can be prioritized and more acceptable levels achieved on regional basis rather than on an isolated basis.


Northeast Transportation Planning Council
Purpose
• Form a regional transportation planning council that actively involves stakeholders in co-operative and interactive process for regional transportation planning.
• Develop a transportation plan for the Northeast region of Saskatchewan.

Read from slide

Northeast Transportation Planning Council

Goal

The goal of the Northeast Transportation Planning Council is to have elected municipal representatives, producers and business stakeholders gain a greater knowledge of regional transportation issues and become involved in regional transportation decision making.

Read from slide

Saskatchewan
Highways and
Transportation

Northeast Transportation Planning Council Formation

PROJECT MANAGEMENT PLAN

October 2, 1996

Regional Planning
&
Project Management Team

1.0 Project Design

1.1 Background

In their 1994 report on "Transportation in Transition", the Transportation Policy Council (TPC) indicated that an opportunity exists to move decision-making to the local level. The report stated: "Stakeholders who have to live with the decisions must be given the opportunity to play a major role in determining their transportation system." The Transportation Policy Council recommended the following action: "Develop a process to permit elected representatives of municipal government to participate more effectively in transportation related decisions. Changes which might occur outside their boundaries can have significant social and economic consequences within their municipality."

Since the TPC report, a pilot project to establish a transportation planning council in southwest Saskatchewan was successfully undertaken. The Southwest Transportation Planning Council set up process could serve as a model for other similar councils. The documentation is available for reference.

A number of northeast Saskatchewan urban and rural municipalities have expressed the desire and intent to form a transportation planning council known tentatively as the "Northeast Transportation Planning Council" (NETPC). Potential council member municipalities would fall roughly within the geographical area of the Saskatchewan Association of Rural Municipalities (SARM) district number four. Refer to the map at appendix A.

Two meetings have been held with the Department of Highways and Transportation (DHT) regarding the formation of a council. On July 16, 1996, a regional boundary was roughed out, agreement was made to draft a "set up document" and those in attendance received a background presentation about transportation planning councils.
An outline as to how to go about setting up the council was drafted and submitted for comment and revision at the August 21, 1996 meeting. The organizing municipalities committed to pursue formation.

1.2 Project Goal and Purpose

The goal of this project is to facilitate the successful formation of a transportation planning council in the defined northeast region of the province.

The purpose of this project is to:

1. Have elected municipal representatives, producers and business stakeholders gain a greater knowledge of regional transportation issues and become involved in transportation decision making.
2. Establish a vehicle for the development of a transportation plan for the northeast region.

1.3 Logical Framework Analysis

Figure 1 shows the Logical Framework Analysis (LFA). The LFA forms the basis of how the project will be managed, measured and evaluated.

1.4 Project Organization

The project team will consist of:

- Richard Flaman — Project Manager
- Mack Howat — Project Analyst
- Geoff Vallance — Project Analyst (co-op student)

1.5 Definitions

For the purpose of this project, the following definitions apply:

Regional Transportation Plan

There is not a clear definition of what a regional transportation plan is. For the purposes of this project the term refers to the plan developed by the NETPC to address their regional transportation needs.

Stakeholder

For purposes of the project, stakeholder includes individuals and organizations who use or provide transportation infrastructure, systems and services in the northeast region.

Transportation Policy Council

A transportation policy advisory committee established by the Minister of Highways in May of 1993. The Council was chaired by The Deputy Minister of Highways and includes membership from SARM, SUMA and DHT.

DHT	Department of Highways and Transportation
EWC	Executive Working Committee
LFA	Logical Framework Analysis
NETPC	Northeast Transportation Planning Council
NETPCFC	Northeast Transportation Planning Council Formation Committee
PMP	Project Management Plan
PMT	Project Management Team
REDA	Regional Economic Development Authority
SARM	Saskatchewan Association Of Rural Municipalities
SUMA	Saskatchewan Urban Municipalities Association

FIGURE 1 Logical Framework Analysis

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Department Goal: To maximize transportation's contribution to the social economic development of the province.	**Measures of Goal Achievement:** Greater participation of stakeholders in a regional transportation planning and decision-making process.	**Sources of Information:** 1. Survey of transportation stakeholders in the NE Region. 2. Number of rural & urban municipalities actively participating in the NETPC.	**Assumptions for achieving goal:** 1. The primary stakeholders (SUMA, SARM and DHT) remain committed to the project and are prepared to provide the required resources.
Project Goal: Form a regional transportation planning council that actively involves stakeholders in a cooperative and interactive process for regional transportation planning.	**End of Project Status:** 1. An established, self-directed and self funded regional transportation planning council. 2. Report documenting the formation.	A functional, self funded NETPC formed and operational.	**Assumptions for achieving purpose:** 1. The municipalities in the NE support the NETPC. 2. The non-government stakeholders participate in the planning process.
Outputs: 1. A permanent, self directed and self funded transportation planning council. 2. Profiles of the factors and related factual information which impact regional transportation planning among stakeholders in the northeast region. 3. Traffic modeling on futuristic scenario. 4. Area meetings	**Magnitude of Outputs: Approximate Completion Dates** 1. An operational transportation planning council by December 31, 1996. 2. A report documenting formation and operation of the council by December 31, 1996. 3. A framework and methodology for traffic modeling by October 2, 1996. 4. Area meetings completed by November 25, 1996.	1. NETPC formation documentation. 2. Monthly progress reports prepared and distributed by the project manager. 3. Project evaluations by the NETPC, interim and at end of project.	**Assumptions for achieving outputs:** 1. The key input information required to do traffic modeling is available. 2. The transportation cost model is available and accurate. 3. Government and non-government agencies will provide the information required to develop a regional transportation plan. 4. The NETPC assume responsibility for the operation of the council.
Inputs: **Member Municipalities**: An appointed member to the council, funding for the council and participation. **NETPCFC**: Development and operation of the council and planning function. **DHT**: Project management, technical expertise and administrative support for the council. **Stakeholders**: Participation in the planning process through their expertise, knowledge and the future needs of the transportation systems.	**Implementation Target:** **NETPC**: Council formed, 6 meetings over the term of the project. **DHT:** 107 person days of work.	1. The approved project design and project management plan by October 2, 1996. 2. Monthly progress reports presented to the NETPC. 3. Performance measurement of the project with the NETPC after the completion of the set-up report at the project completion on or about December 31, 1996.	**Assumptions for providing inputs:** 1. Stakeholders listed in the inputs are committed to providing the required people and other resources.

2.0 Project Implementation

2.1 Management Strategy

The NETPC is a project for the formation of a regional transportation planning council in northeast Saskatchewan. The work done in the SWTPC pilot project may serve as a model for the development of this and other regional transportation planning councils.

SARM, SUMA and DHT have expressed their support for the concept and are considered to be primary stakeholders.

The role of the Northeast Transportation Planning Council Formation Committee is to:

- be responsible for all decisions related to the formation project;
- approve the project management plan for the formation project;
- seek advice from their local municipal councils and constituents;
- conduct area meetings at locations in the northeast region;
- oversee the formal formation of a transportation planning council; and
- provide overall project management.

It is expected that expenses for the NETPCFC members will be funded by the municipality which they represent.

The role of Saskatchewan Highways and Transportation PMT is to:

- draft and finalize the formation project management plan;
- provide organizational support to the NETPCFC during the formation project;
- provide technical support and project management in matters related to transportation and regional transportation planning during the formation project.

All expenses related to the PMT will be funded by Saskatchewan Highways and Transportation.

2.2 Work Breakdown Structure

Six primary tasks are identified.

A. Project Design and Planning

Purpose:

The purpose of this task is to develop a comprehensive project management plan (PMP) for this project. The PMP will ensure everyone has a common understanding of the project and the project management methodology that will be used to produce the agreed to deliverables.

Description:

The project design and management plan will include project goal, purpose(s), work breakdown structure schedule and resources to deliver the project.

Deliverable:

- A management plan that fully describes the project, the deliverables, resources required, tasks, budget and schedule.

B. Develop Presentation Information

Purpose:

To assemble the background information necessary for developing presentations for formation solicitation and traffic modeling.

Description:

Research data to profile the following:

- existing infrastructure
  - population figures
  - road inventory
  - rail lines
  - grain delivery points
- funding
  - provincial highway funding
  - revenue sharing grants

The information is to be assembled into suitable formats for preparation of presentations and traffic modeling work.

Deliverables:

- Profile of existing infrastructure
- Profile of funding
- Traffic modeling scenarios
- Presentation Materials Report

C. Presentations Development

Purpose:

To prepare informative presentation materials for use by NETPCFC members in demonstrating the need and soliciting support for formation of the council at area meetings. Organizers must be able to provide a background statement; state why a transportation planning council should be developed and what has changed to precipitate this need.

Description:

Preparation of presentation packages for selected information in the profiles.
Preparation of traffic modeling.

Deliverables:

- presentation packages including visual aids, speaking notes and handouts
- traffic modeling scenarios including maps

D. Formation Solicitation

Purpose:

To seek the support and active participation of other municipalities in the formation of a northeast transportation planning council.

Description:

A pre-formation meeting to determine the organizational meeting agenda items and option for formation.

Deliverables:

- A pre-formation meeting attended by as many municipalities in the region as possible.
- formation questionnaire

E. Organizational Meeting

Purpose:

Formal constitution of a NETPC.

Description:

A meeting of committed municipalities to vote on council formation; decide on area boundaries, representation, election of officers, financial matters and incorporation.

Deliverable:

- Formation meeting attended by as many municipalities in the region as possible
- A self funded NETPC

F. Draft Final Report

Purpose:

To document the process of the formation of the NETPC.

Description:

A detailed account of the formation process.

Deliverable:

- A final report documenting the formation of the NETPC

X. Project Management

Purpose:

The purpose of this task is to manage the project to ensure a successful conclusion. Success is defined as delivering the expected outputs on schedule and budget to the point controllable by the project manager.

Description:

Project management includes:

- Monitoring and evaluating progress;
- Providing guidance to project team; and
- Providing progress, status and change reports to clients.

Deliverable:

- A successful project.

2.3 Scope of Work

The scope of the Northeast Transportation Planning Council formation project is described by the following statements.

1. The work will include no more than 107 person days of effort by the PMT.
2. This project will focus primarily on the formation of a Northeast Transportation Planning Council and not on the development of an actual transportation plan.
3. The project will produce specified profiles and presentation materials for area meetings to be conducted by the Northeast Transportation Planning Council Formation Committee and used in its work in transportation planning.
4. Traffic modeling work will include a futuristic scenario for the Tisdale Grain Handling Facility and for a futuristic projection of a consolidated elevator and railway network within the northeast region.
5. The Southwest Transportation Planning Council pilot project may be used as a reference for this Transportation planning council formation project.

2.4 Changes to the Project Management Plan

The PMP has been developed with the knowledge that there is a limited capability in terms of human and financial resources. There will undoubtedly be changes in direction and emphasis over the life of the project. In some cases the changes will be small and will be accommodated with little or no change in the project design or project management plan. In other cases, the changes may be significant enough that the NETPCFC will need to make some priority decisions about what previously agreed to work will be delayed or canceled to accommodate the changing priority.

When necessary, the project manager will present options to the NETPCFC for priority decisions and changes in direction. These changes will be agreed to and documented through the use of project change order forms.

3.0 Schedule and Resources

3.1 Project Schedule

Design and planning of the project began in July, 1996. The PMT Regional Transportation Planning Team has been asked to complete the project by December 31, 1996.

Five milestones have been identified.

1. Client acceptance of the project management plan (scheduled for October 2,1996).

2. Development of presentation information and presentations (scheduled for October 28, 1996).

3. Completion of area meetings (by November 25, 1996).

4. Council formation meeting and formation of an Executive Working Committee (scheduled for the week of December 16, 1996).

5. Acceptance of final report to client (scheduled for December 31, 1996).

3.2 Financial Resources

Financial requirement to complete the project are summarized in Table 1.

TABLE 1 Financial Resources

Personnel	Days Allotted	Cost ($)
Richard Flaman	28	$ 6,300
Daryl Nixon	4	$ 1,200
Mack Howat	46	$ 10,350
Geoff Vallance	36	$ 4,860
Total	107	$ 22,710

3.3 Summary by Activity

Task	Description	Start	Finish	Daryl Nixon	Richard Flaman	Mack Howat	Geoff Vallance	Total PD
A	**Project Design and Planning**	28Aug96	2 Oct96					
A1	Draft project management plan (PMP) and provide copy to client							
A2	Review PMP with client and revise if necessary							
A3	Client sign off							
	Subtotal			4	6	4		14
B	**Develop Presentation Information**	3Sep96	15Nov96					
B1	Identify applicable information from SWTPC project							
B2	Profile existing infrastructure (include: population, road inventory, rail lines, grain delivery points)							
B3	Profile funding (include: highway funding & revenue sharing grants)							
B4	Traffic modeling (Tisdale grain handling facility, very few delivery points)							
B5	Develop background statement - Why develop NETPC? What has changed?							
B6	State goal and purpose of a NETPC							
B7	Finalize report							
B8	Issue press release							
	Subtotal				2	27.5	31	60.5
C	**Presentations**	3Oct96	25Nov96					
C1	Prepare overheads, speaking notes, handout information							
C2	Selection of presenters							
C3	Set up area meetings							
C4	Interim meetings to review presentation materials and presenters in delivery							
C5	Hold area meetings							
	Subtotal				4	5	1	10

Task	Description	Start	Finish	Daryl Nixon	Richard Flaman	Mack Howat	Geoff Vallance	Total PD
D	**Formation Solicitation**	2Oct96	1Dec96					
D1	At the presentation meeting informally ask for support through show of hands							
D2	Develop and send out questionnaire seeking support, comments and suggestions for formation shortly after meeting							
D3	Shortly after presentation meetings formally request all RMs and UMs to discuss their participation in a NETPC at heir next council meeting							
D4	If support is positive, arrange for an organizational meeting							
	Subtotal				1	1.5		2.5
E	**Organizational Meeting**	1Nov96	31Dec96					
E1	Administration							
E2	Finance							
E3	Communications							
E4	Hold pre-formation meeting to determine organizational meeting agenda items and options for formation							
E5	Prepare agenda for organizational meeting							
E6	Set up organizational meeting. Invite all RMs and UMs in region							
E7	At organizational meeting vote in whether or not to proceed with formation of NETPC							
E8	Decide on area boundaries and/or subregions - areas							
E9	Decide on representation (elected and/or appointed representatives)							
E10	Election of representatives and make appointment to form Executive Working Committee							
E11	Election of EWC officers - Chair, Vice Chair, Treasurer & Secretary							
E12	Funding issues - expenses & honouraria for EWC members; self funded Council - membership levies; development of membership levy formula; funding through Canada Agri-Infrastruture Program							
E13	Incorporation							
	Subtotal				2	3	1	6

Task	Description	Start	Finish	Daryl Nixon	Richard Flaman	Mack Howat	Geoff Vallance	Total PD
F	**Draft Final Report**	15Nov	31Dec96					
F1	Assemble formation process documentation and draft report							
F2	Gather and prepare info on performance measures							
F3	Internal changes to final report							
F4	Present report to client							
F5	Revise report if necessary after presentation							
F6	Client acceptance of report							
	Subtotal				2	4	2	8
X	**Project Management**	12Jul96	31Dec96					
X1	Monitor and evaluate progress							
X2	Meetings with regional transportation planning team							
X3	Provide progress, status and change reports to clients							
X4	Post project file completion							
	Subtotal				4	1	1	6
	Project Totals			4	21	46	36	107

h:\dta\project\group\actproj\neast\dsn_pln\pmpneast.doc